

# Police Department Manual (PDP)

## PDP 202–01: Management of Special Events

Effective: 9/1/1963

Revised: 11/1/2024

### Purpose

To describe the ASU Police Department oversight and management of special events

### Sources

ASU Police Department

Human Resources

### Policy

Events occurring within ASU jurisdiction are required to be registered through the Office of Special Events at <https://universityevents.asu.edu/guidelines-person-events-and-meetings>. The Special Events Manager/designee will review the submittal and determine security or police needs, if any, for the event. It is recommended the event be registered at least thirty (30) days prior to the event date.

The need for police services will be determined by the ASU PD Special Events Manager /designee after review of the ASU Special Events Registration Form. The ASU Police Department (ASU PD) may recommend the hiring of Police Services for individuals, departments, groups, or organizations hosting university-sponsored or sanctioned special events. If Police Services are necessary, a Special Event Agreement must be completed prior to the event. Outside staffing from other law enforcement agencies must be approved by the chief of police.

Departmental staff serving at these events receive compensation at 1 1/2 the regular hourly rate of compensation (unless otherwise specified). University affiliated requestors can provide a university account for direct billing. Requestors without access to a university account are required to pay for police services in the form of a money order or check at least 10 days prior to the commencement of the event.

### Cross-References

For information on overtime, see the *Staff Personnel Policies and Procedures Manual*:

1. [SPP 404–04](#), “Overtime—General Policy”
2. [SPP 404–06](#), “Overtime for University Extraordinary and Specific Events”
3. ABOR 5-301- 5-307, “Jurisdiction, Philosophy, Purpose, and Limitations upon Code of Conduct Coverage and Violations of Law and code of Conduct Regulations”
4. ABOR 5-308, “Student Code of Conduct”  
and
5. [FAC-115](#), “Use of University Property and Facilities”