

Police Detail Request Form

Police details must be secured by the sponsoring organization **at least 3 weeks prior** to the event by delivering a properly signed Event Form along with a Police Detail Requisition (PDR) form to SUNO Police Headquarters, located at 6400 press Dr., Maintenance Bldg.

Determination of the need for and size of a police detail will be made by the Chief of Police or his designee. Inquiries regarding the need for police at an event should be made to the Police Department. The current charge for a police detail is **\$40 per hour per officer for a minimum of 4 hrs.** The Police Department reserves the right to assess the risk of any event and require additional officers or staff at the expense of the sponsoring organization, or cancel the event due to public safety concerns.

Cancellation Policy

Cancellations must be made 24 hours prior to the scheduled event. If not, the event requestor will be responsible for payment of a minimum of four (4) hours for each officer scheduled for the event. For questions or additional information, the Special Events Coordinator at (504) 286-5288.

Name of Requestor(s) _____ Department Account Number _____

Contact Person _____ Position _____

Address _____

Tel. Number (Day) _____ (Evening) _____

Detail Date(s) _____ Total Days _____

Start Time _____ End Time _____ Total Hours _____

Location of Detail _____ Number of People Expected _____

Cash Handling: ☐ Yes ☐ No Alcohol: ☐ Yes ☐ No

Description of Event / Special instructions

I, the undersigned, on behalf of the submitting organization or individual, by my signature attest that I have read the above terms and conditions of a scheduled detail to be worked by SUNOPD personnel, and I agree to all terms and conditions therein.

Sign _____ Date _____

Official Use Only

Number of officers needed _____ Total Hours _____ Total Cost _____

Approved By _____ Date _____