Albany State University

POLICE DEPARTMENT

EVENT NOTICE AND REQUEST FOR POLICE SECURITY

Name of Organization: _____**Date:** _____**20____**

Name/Title of Event _____

Actual Event Start Time: _____ **End Time:** _____

Add one hour at the beginning and one hour at the end of each event.

The officer(s) must be in place prior to event and after the event to ensure security.

Estimated # of Attendance: _____ **Location of Event:** _____

Will funds be collected? Yes ____ No____   How much will be charged? _____

TERMS OF AGREEMENT FOR POLICE SECURITY

1. Albany State University Police Department will be used for all events occurring on campus, i.e., parties, talent shows, step shows, dances, sporting events, or any event where fee is required for admittance, etc. ASU Chief of Police will determine if the event requires outside assistance from other law enforcement agency. Additionally, the Chief of Police will determine the law enforcement agency that will be utilized.

2. All requests must be received by ASU Police Department Special Events Detail within 7 working days prior to the event. Failure to comply may result in the event being canceled or restricted off campus. It is suggested to book early to insure proper staffing. Cancellations must be made within twelve hours prior to the event. Failure to do so will result in the deposit being forfeited. Cancellations after the start of the event will result in full payment to all officers assigned.

3. The person/organization making the application agrees to the terms and conditions of payment as outlined below. Senior staff members are authorized to work overtime at special event at the below rate of time and a half of their hourly pay.

4. ASU Police Officers working events will be paid time and a half of their regular hourly pay with a minimum of three (3) hours per officer. Any event occurring past 2:30 AM will be charged an additional late night fee of $25.00. No checks will be accepted, and cash will be paid directly to the officers or supervisor/coordinator. Payment should be made payable to each officer. No payment should be made to ASU Police Department.
   Outside law enforcement officers who have been approved by the ASU PD Chief of Police to work campus events will be paid a flat rate of $20.00 an hour.

5. The Supervisor/Commander of Special Event Detail has the authority to recommend the number of officers needed to safely police each event based on the expected number of attendees. The Chief of Police or designee will make the final decision reference security staffing.

DO NOT WRITE BELOW THIS LINE * ASU POLICE SPECIAL EVENT PERSONNEL ONLY

NUMBER OF OFFICERS NEEDED_____ **TOTAL COST FOR SERVICE** $_____# of HOURS_____

Date: _____ Approved: _____Disapproved: _____

CHIEF OF POLICE: _____OR DESIGNEE _____