



Extra-Duty Police Officer Request
UNIVERSITY POLICE DEPARTMENT

Today's Date: _____

Date(s) of Event: _____

Name of requesting party: _____

Department responsible for payment: _____

Telephone number (s): _____

Location of event: _____

Start/End Time of Event: _____

Expected Attendance: _____

Type of event (ex: private party, wedding, etc): _____

Reason officer needed (ex: security, parking, etc.):

Renting space at the University? YES NO

Alcohol being served? YES NO

Has this event been approved by the University? YES NO
(Please attach approval)

Rate of Pay:

Cancellations may be made at any time, **however** if the cancellation is less than 24 hours before the start time, four hours salary (at one and one-half times the officer's regular rate of pay for University sponsored/affiliated events and two times their regular rate of pay for non-University sponsored/affiliated events) will be charged to the requesting party depending on the below options.

The hourly rate of pay varies based on each UNF Officer's salary and benefits; there is a four (4) hour minimum per union contract.

Payment:

If paying the officers directly, the officers must be paid by cash/check before, or at the time the officers arrive for duty. Non-payment is cause for revocation.

Revocation

The University of North Florida Police Department reserves the right to refuse or discontinue off-duty police officer services that are deemed to conflict with the best interests of the University or the University Police Department.

I have read and agree with the above terms.

Signature of Requesting Party

Date of Request

Printed Name of Requesting Party

UPD Approving Authority