



Extra -Duty Police Officer Request  
UNIVERSITY POLICE DEPARTMENT

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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 Rate and one-half WLP HV WKH RIILFHU Vrate HRK SDU IRU 8QLYHUVLV\ VSRQVRUHG DIILOLD WLP HV WKHLU UHJXODU UDWH RI SD\ IRU QR will 8QLYHUVLV be charged to the requesting party depending on the below options.

The hourly rate of pay varies based on each UNF O I I L F H U \ V B B Q H I L D W G 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

\_\_\_\_\_