



Welcome to the Police Department

- (Please check one) Edinburg Campus 1201 W. University Dr., Edinburg, Texas 78539 (956) 665-7157 Office
 Brownsville/Harlingen Campuses One West University Blvd., Brownsville, TX 78520 (956) 882-8238 Office

Welcome to University Police Request for Services

INSTRUCTIONS

Submit one form per Event or Function; if more than one event in one day submit one for each Event or Function.

Forward to: UTRGV PD @ police@utrgv.edu

Parking and Transportation @ melissa.sandoval@utrgv.edu

Facilities Management @ daniel.vasquez@utrgv.edu

The Request for Services informs the University Police Department to unlock and lock any and all Doors, Buildings, Classrooms, etc., it also informs the Police Department, Parking and Transportation, and Facilities Management of all upcoming events which may require extra patrol and other services.

ALL AREAS MUST BE FILLED IN COMPLETELY

MUST HAVE BUILDING SUPERVISORS SIGNATURE - Very Important

We will not unlock and lock any doors, buildings or classrooms without supervisors signature (form will be returned to department unprocessed). The Police Department does not unlock and lock any doors or classrooms during regular working hours (8:00am – 5:00pm; Monday – Friday).

GIVE TYPE OF ACTIVITY

Example: Banquet, Meetings, Workshop, Orientations, Parking Lots, etc.; On Banquets, Dinner Parties, any social gathering (give number of people attending and if alcohol will be served) include times and dates on all activities.

SPECIAL REQUEST

Depending on event and size of crowd, Officers will be assigned to events. If no special requests are needed leave blank.

CHARGES IF APPLICABLE

Include Project Name, Oracle Project to be charged; and Oracle Account Name (this is to pay Officers assigned to event).

BUILDING USE

Enter all dates, room #'s and times (to unlock and lock)

This form must be SENT to the POLICE DEPARTMENT, Parking and Transportation, and Facilities Management, **NOT** to Central Scheduling, at least five (5) working days prior to the date services are anticipated.

ADDITIONAL INFORMATION

In a recent Department meeting, Administration stated that it is mandatory for Police Department to specifically cover events beyond the cash handling portion of an event. Due to inherent liabilities that come with cash handling, large crowds or other aspects that the University's Administration deems it necessary to provide Police Services at a certain event. Police Services will be provided thirty (30) minutes prior to start of event or start time of cash handling/tickets sales. Police presence will continue thirty (30) minutes after each event ends.

Administration mentioned that events anticipating very large crowds may even require Police presence an hour before start time of event. These type of events, however, will be considered case by case.



UNIVERSITY POLICE DEPARTMENT
THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

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Please route in original form attention: UTRGV PD @ police@utrgv.edu;
Parking and Transportation @ melissa.sandoval@utrgv.edu; and Facilities Mgmt. @ daniel.vasquez@utrgv.edu

at least five (5) working days prior to the date services are requested. Form must have signature of originator and building supervisor. This form must be submitted on an event by event basis. A separate form is required for each building to be used.

Date: _____

REQUESTOR:

Requestor: _____
Email: _____
Originator: _____
Department: _____
Phone: _____
Type of Activity: _____

Date(s) of Services Required: _____

SIGNATURE FOR BUILDING USE:

Building: _____
Supervisor: _____
Date Approved: _____ / _____ / 2016

Additional information needed:

Is there going to be cash handling: [] No [] Yes
What time does the cash handling begin: _____
What time does the event begin: _____
What time does the event end? _____
Presence of Alcohol: [] No [] Yes
Anticipated total # attendance: _____
Anticipated # of children only in attendance: _____
Distinguished speakers: _____

SERVICE SPECIFICATIONS:

Special Request/Subject to Approval by University Police Department (Explain Below). Special Request:

[Dashed box for special request details]

CHARGES IF APPLICABLE: (Contact University Police Department)

Project No.: _____ Oracle Project to be charged: _____

Oracle Account Name: _____

FOR PD OFFICE USE ONLY:

of POs _____ @ \$45.00 per hour = \$ _____ each # of PSOs _____ @ \$30.00 per hour \$ _____ each
of hours: _____ TOTAL QUOTE \$ _____

INSTRUCTION FOR BUILDING USE:

Table with 4 columns: Date(s), Bldg/Room (s), Unlock Time, Lock Time

UTRGV PD (follow up notes)

- 1. Staffed with Mgmt: _____ / _____ 2016, _____
2. Invoice email sent: _____ / _____ 2016, _____
3. NetSentials entry made: _____ / _____ 2016, _____
4. IDT entry made: _____ / _____ 2016, _____
5. Add'l info needed Email sent: _____ / _____ 2016, _____

ADDITIONAL

Notes: _____

Stamp Date Received by University Police
stamp
Submitted to Dispatch
Name: _____
Signature: _____
Date: _____ / _____ / 2016