

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Public Safety
AREA: General Police Services

Number: 07.01.03

SUBJECT: Requesting Special Event Police Officers
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I. PURPOSE AND SCOPE

This document is applicable to all departments, organizations and individuals who desire police personnel to provide police and security functions for special events held on property owned, rented, leased or otherwise controlled by the University of Houston. It outlines University of Houston guidelines governing the hiring and payment of police personnel who provide police and security functions at special events.

II. POLICY STATEMENT

The University of Houston is committed to making its facilities available for events that are beneficial to the public it serves. These events may be sponsored by a University of Houston division, college, department, student, faculty, staff, or individual and groups not affiliated with the University of Houston. This includes, but is not limited to, athletic, business, community, cultural, fraternity, sorority, political, and professional events.

The decision to require special event related police services in part is determined by the nature and size of the event, the extent the event will impact normal university operations, the target audience, the group's event history, whether alcohol will be served or available, whether concessions will be sold, and if there will be money collected on site for parking and/or event admission. The final decision to require/waive police services related to special events rests with the Chief of Police.

The University of Houston Department of Public Safety (UHDPS) Officer in Charge of Special Events is the contact person for any group or individual requesting police services for a special event occurring at any university facility. Law enforcement personnel from other police departments may not work special events on campus unless approval is received in advance from the UHDPS Chief of Police.

III. DEFINITIONS

A. Facilities: Refers to any property owned, leased, rented or otherwise controlled by the University of Houston.

B. OIC-SE: UHDPS Officer in Charge of Special Events.

- C. Police Personnel: Any commissioned or civilian employee of a police department working a special event at university facilities.
- D. Special Event: Refers to all events held at any university facility, which are open to all or part of the university community and/or to the public in general.

IV. GENERAL PROVISIONS

- A. The university may require the presence of university police officers as a condition of holding certain events on campus. The decision to require the presence of officers and the determination of the number of officers necessary will be made on a case-by-case basis by the Chief of Police or designee. Costs for police services shall be borne by the lessee.
- B. University of Houston police officers must be hired to provide security, at the cost of the facilities lessee, at events where alcohol is served, unless this requirement is waived. If students are involved, waivers must be requested using a Request for Alcohol Distribution Form, available in the Dean of Students Office. Other waivers may be requested, in writing, to the Chief of Police.
- C. All requests for police services shall be coordinated with the OIC-SE. UHDPS will be the primary provider of police services for events held at university facilities. The OIC-SE will make arrangements for officers from other police agencies to supplement UHDPS officers working these events as necessary.
- D. Refer to MAPP 09.03.01, Section VI., Food and Beverages, for information on alcohol sales/consumption at special events on campus.
- E. All requests for police services must be received from an authorized representative of one of the areas listed below no later than two calendar weeks before the date of the scheduled event. Requests for special event officers received less than two calendar weeks before the event may be denied. A 10% surcharge will be added to any approved event registration received less than two calendar weeks before the date of the event. Representatives from the areas listed below shall make recommendations on whether or not a particular special event requires police services based on established university guidelines. The final decision to require police services for any special event will be made by the Chief of Police, or designee.
 - 1. For events in the University Center (UC) and campus areas not listed below, contact the UC Reservations Office in room 210, UC, or call (713) 743-5287.
 - 2. For events at the E. Cullen Performance Hall (CPH), contact the stage manager in room 154, CPH, or at call (713) 743-5186.

3. For events at the University of Houston Hilton Hotel, contact Sales & Catering Center staff in room 207, Conrad Hilton Hotel, or call (713) 743-2500.
 4. For events at the Athletic Complex, contact the Assistant Athletic Director for Operations in room 2002, Athletic Alumni Center, or at call (713) 743-9374.
 5. For events in the Alumni Center, contact the Houston Alumni Organization in room 201 Athletic Alumni Center, or call (713) 743-9550.
 6. For events in the Campus Recreation and Wellness Center (CRWC), the Intramural Fields (Cullen and Elgin), and/or the Sport Club Field (University and Spur 5), contact the Department of Campus Recreation in room 2000G, CRWC, or call 713-743-9500.
 7. For events in the Residential Life Complex, contact Residential Life and Housing staff in room 250, Oberholtzer Hall, or call (713) 743-6028.
 8. For events at the Cullen Family Plaza contact Special Events staff in room 111, E. Cullen Building, or call (713) 743-8160.
- F. To procure police services, the individual/organization must obtain, complete, and return a "Request for Police Services" form (see Addendum A) to an authorized representative for the venue at which the event will be held. This representative will verify the information on the form and sign it. The completed form must be received by the OIC-SE two calendar weeks before the date of the scheduled event. Individuals/organizations not meeting the two-week deadline may not receive police services. No officers will be assigned to an event without written confirmation.
- G. A representative from the appropriate office listed above will notify the UHDPS OIC-SE (743-0592) or billing agent (743-0584) whenever a "Request for Police Services" form has been processed and is ready for pick-up. The representative will send the original copy of the request form to UHDPS and keep the remaining copies.
- H. Upon receipt of each request, the OIC-SE will check to see if the organization/individual requesting police services is on the UHDPS "Past Due Accounts List." No organization/individual with a past due account will be allowed to request police services. Requests from organizations/individuals on the Past Due Accounts List will be returned with a note stating the request is denied until such time as the past due account is paid.

V. COMPENSATION

- A. All police employees assigned to work a special event will be compensated for a minimum of four hours for each event, except:
1. When an event is worked immediately prior to or following the assigned officer's shift.
 2. When a group shows, but cancels the event due to unforeseen circumstances, the officer will be compensated for two hours.
- NOTE: There is a special cancellation provision for baseball/softball games canceled due to inclement weather.
- B. All individuals and groups requesting special event police services will be required to make full payment in advance for the police services requested. Costs for police services shall be borne by the lessee (see MAPP 09.03.01, Section VII, Facility Use Fees, for details).
- C. Individuals/organizations who cancel a request for police services less than 48 hours prior to the start of the event will be financially responsible for four hours for each police employee scheduled to work the event.
- D. The billing rate for UHDPS police personnel working special events is as follows:
1. The rate charged for UHDPS personnel working special events is set according to the annual Service Center Cost Study Report. This rate is reviewed annually. Contact the OIC-SE at (713) 743-0592 for the current rate.
 2. A 10% surcharge will be added to the bill for police services for all events when the registration form is received less than two calendar weeks before the date of the event.
- E. The OIC-SE will arrange for extra officers to supplement UHDPS officers working special events as necessary. Non-UHDPS officers working events at university facilities are contract employees. It is the responsibility of the requesting organization to handle all contract related issues. Currently, Non-UHDPS officers are paid as follows:
1. Lieutenant - \$36 per hour (hours worked includes administrative time of 15 minutes per non-UHDPS officer working the event).
 2. Specialty Unit (e.g., a Mounted Unit) - \$36 per hour.

3. Sergeant - \$28 per hour.

4. Officer - \$23 per hour.

These rates may be changed without notice.

VI. STUDENT ORGANIZATIONS

- A. Student organizations must initiate all requests for police services through Campus Activities. Student organizations will be directed to the venue appropriate for their event after this meeting.
- B. See Section IV, General Provisions, and Section V., B., for additional information on how a student group can procure police services for a special event.

VII. FACULTY/STAFF ORGANIZATION REQUESTS

- A. Faculty/staff organizations include, but are not limited to the Chancellor/President's Office, Hilton Hotel, Athletics, Systems Office, Cullen Performance Center, and academic colleges.
- B. Requests from faculty/staff organizations can be initiated over the phone. The OIC-SE will forward a "Request for Police Services" form to the requesting group. If time does not allow the normal 2-week processing of the request, the OIC-SE may request a memorandum from the requesting group. This memo must include all the information that is currently requested on the "Request for Police Services" form. No officers will be assigned to an event without written confirmation.
- C. See Section IV., General Provisions, and Section V., B., for additional information on how a faculty/staff organization can procure police services for a special event.

VIII. NON-UNIVERSITY AFFILIATED REQUESTS

All requirements for non-university affiliated groups/individuals to obtain police services for special events held on campus are contained under Section IV., General Provisions.

IX. REVIEW AND RESPONSIBILITY

Responsible Party: Chief of Police

Review: Every three years, on or before May 1

X. APPROVAL

John M. Rudley
Vice President for Administration and Finance

Jay Gogue
President

Date of President's Approval: October 25, 2004

Addendum A

Request for Police Services Form

UNIVERSITY OF HOUSTON DEPT OF PUBLIC SAFETY
REQUEST FOR POLICE SERVICES
EVENT INFORMATION
(THOSE ON THE PAST DUE LIST MAY NOT REQUEST POLICE SERVICES)

PLEASE PRINT

TWO-WEEK ADVANCE NOTICE REQUIRED

Person and Organization / Department Requesting Service:
UH Mail Code: Phone: Email:
Type of Event: Location:
Date of Event: Time Officer(s) Requested: to
Estimated Attendance: # Officers Requested: Alcohol: () Yes () No
Contact Person at Event: Phone:
Special Details / Instructions for Officers Working Event:

EVENT APPROVAL / ACKNOWLEDGMENT OF RESERVATION OBLIGATIONS

Reservation Approved By: Campus unit with responsibility and/or authority to assign a particular university facility or space for use by a university or non-university individual or group. Also responsible for collecting and handling all related forms and fees. (MAPP 09.03.01). My signature below acknowledges my department accepting responsibility for the payment of all police / security related fees associated with this event and authorizes UHDPS to debit the cost center number I have provided for these services.

Name: Date: Phone #:
Department: UH Mail Code: Fax #:
Cost Center #:
Deposit Amount: (# Officers x SE Rate x # Hours Worked - 4 Hr. Minimum)
SCR #:

UHDPS CONFIRMATION INFORMATION

Request for Police Services Reviewed By: Date:
Request Status: () Approved () Denied

EVENT CHANGES / CANCELLATION

I as an authorized Representative of
do hereby authorize the following changes to this Request for Police Services (48 Hours Advance Notice Required)

Date: Phone #: Fax #:

(UHDPS 11/82, Revised 09/04)