



Employing Off-Duty Officers CO-PD-PR4

Responsible Officer: Vice President for Administration and Campus Operations

Sponsoring Department: Police Department

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Errors or changes to: aim@uta.edu

Pre

University departments and organizations, and outside organizations or persons utilizing campus facilities may hire off-duty UT Arlington police officers or public safety officers for security at events on campus, with the approval of the Chief of Police or designee.

Procedures

I.

All assignment of police and/or security staff for events on campus will be coordinated by the UT Arlington Police Department. UT Arlington police officers and public safety officers will be utilized for events on campus. Outside police or security will only be utilized on rare occasions and at the discretion of the UT Arlington Police Department.

II.

The Chief of Police or designee must be notified in **writing** of the request for police staffing **ten business days** prior to the date the officers are needed. For large scale events and runs/walks, notification must be submitted at least 30 calendar days before the date of the event.

III.

The written notice to the Chief of Police or designee must contain the following information:

- A. Person's name making the request
- B. Person's phone number
- C. Person's email address
- D. Person's affiliation with UTA
- E. Name or type of event
- F. Description of event

- G. Whether alcohol will be served
- H. Date of event
- I. Time event will begin and end
- J. Location of event
- K. Times officers are needed (minimum of two hours) and whether or not the person wishes to be contacted by the Chief of Police or designee regarding officer's pay rates.
- L. Number of people expected to attend
- M. Any additional necessary special instructions or information

IV.

The UT Arlington Police Department assesses events on campus for a variety of risk factors. Under certain circumstances, events may be required to have assigned security personnel, even though security was not originally requested for the event. All costs related to event security will be the responsibility of the University department, University recognized organization, or outside organizations or persons utilizing campus facilities.

V.

All determinations on staffing levels for events will be made by the UT Arlington Police Department, taking into consideration event type, attendance, and other relevant factors.

VI.

A deposit in the amount of 50% of the estimated cost for security may be required no later than forty-eight (48) hours prior to the event.

Related Resources