

LOYOLA UNIVERSITY POLICE DEPARTMENT
 6363 St. Charles Ave.; Campus Box 178; New Orleans, LA 70118
 Phone: (504) 865-3434 Fax: (504) 865-3454
DETAIL REQUEST & TRANSFER OF FUNDS FORM

Please see back for terms of coverage before filling out this form.

Event Name:						
Sponsoring Organization:						
Name of Responsible Person:				Daytime phone:		Evening phone:
# Attending:		Location:		Type of Event:		Students attending? How many?
Have you contacted Parking Services (865-3000)? <input type="checkbox"/> Yes				Date of contact with Parking?		Parking Services employee contacted:
Contact Person at Event (Name/Phone)				Alcohol served?		Money exchanged?
Event Date	Day of Week Event Occurs	Beginning Time	Ending Time	Assigned Officer	Officer's Initials	Total Hrs. & Amount Per Hour
Comments:				Invoice #:		Total Amt. Due:

ORIGINAL SIGNED FORM TO BE SUBMITTED TO LUPD

TO: GENERAL ACCOUNTING FROM: _____

DATE: _____ DEPARTMENT: _____

PLEASE TRANSFER THE SUM OF _____ FROM ACCOUNT NUMBER: _____ TO THE L.U.P.D. RECOVERY ACCOUNT NUMBER 1-18737-0232 IN PAYMENT OF THE ABOVE DETAIL INVOICE.

BUDGET AUTHORITY SIGNATURE: _____

DATE: _____

IF PAID BY CHECK, ATTACH CHECK TO THIS FORM.

LOYOLA UNIVERSITY POLICE DEPARTMENT

DETAIL REQUEST TERMS FOR COVERAGE

1. Notification:

A Ten (10) day advance notice is required for all detail requests. This is necessary in order to allow LUPD officers to plan details around regularly scheduled work shifts. Failure to meet the ten (10) day advance notice requirement will result in hourly charges of **\$45.00 per officer, per hour**, or possible cancellation of the event due to lack of available detail coverage.

In order to confirm a detail request, you must provide LUPD with the **original signed** detail request form (must be signed by budget authority), indicating your budget number. Once the detail request is received, it will be given an invoice number, the cost of the detail and a copy will be returned to your office for your records. LUPD will also accept checks, and money orders.

2. Cancellations:

Should the initiating organization choose to cancel the event for which a detail officer has been assigned, the responsible party **must** provide written notice of cancellation to Loyola University Police Department **NOT LESS THAN 24 HOURS IN ADVANCE OF THE SCHEDULED EVENT TO BE CANCELLED**. LUPD reserved the right to charge as if the event had been worked per officer should the event be cancelled without the required notice of cancellation.

3. Detail Costs:

Event organizers are required to pay for LUPD staff at their event. Event organizers must pay for the 1/2 before the event to prepare and 1/2 hour after the event to close down, with a 3-hour minimum even if your event is less than three hours. Each officer is billed at \$35.00 per hour = \$105.00 per officer. Rates are reviewed each year and are subject to change based on current LUPD personnel overtime rates.

In some cases, dispatchers and other public safety personnel may be assigned for a special event with pre approval (e.g. Residence Halls during Mardi Gras). The requestor will be billed at that employee's current overtime rate.

If you fail to timely arrange for you detail, (10 day advance notice), the hourly rate will be the current double time rate for LUPD officers (currently \$45.00 per hour). There are no exceptions.

I, the undersigned, on behalf of the submitting organization or individual, by my signature attest that I have read the above terms and conditions of a scheduled detail to be worked by LUPD personnel, and I agree to all terms and conditions therein.

Signed: _____

Date: _____

LUPD: _____

Date: _____