



2.5 UGA Police Request for Event Security Procedure

Policy Statement

Special events or activities hosted by departments, organizations or groups and that utilize University of Georgia property (buildings or facilities) will utilize the University of Georgia Police Department in providing security at any event when 1) law enforcement representation is required under the terms set forth by the responsible university unit governing the property, or 2) when the scope, size or nature of the event may result in behavior requiring involvement of a sworn law enforcement officer.

Reason for policy

The University of Georgia is home to a variety of events with the success of all events being equally important. The UGA Police Department has an extensive history in providing services for a variety of events of varying sizes and at multiple venues. The UGA Police Department understands the need for a safe event and how the event is reflective toward the institution as a whole. This policy describes proper procedures and responsibilities in obtaining event security from the UGA Police Department.

Procedures

Requests for event security can be made at <https://www.police.uga.edu/contact/request-for-event-security>.

Police officer availability is dependent on a variety of factors. Although the UGA police Department will most likely be able to meet the needs outlined in a request, making a request for police officer(s) does not guarantee an officer will be provided. If the University of Georgia Police Department is unable to provide the requested number of officers, notification will be made to the requestor no later than one business day after receipt of the request.

Requests must be made at least ten (10) business days prior to the event. Requests made with less than ten business days notice will result in a \$100 surcharge to be included on the invoice. A cancellation fee of \$100 will be invoiced for any cancellation that is made with less than 48 hours from the event.

Once the request is received with personnel resources available to meet the requestor's needs, appropriate arrangements will be made by the Chief's office to insure that each officer is properly equipped and informed of his/her duties and responsibilities as related to the event.

It is understood that the officer(s) working the event are employees of the UGA Police Department and remain under the police department's supervision and control. Any questions leading up to the event should be directed to the Deputy Chief of Police at (706) 542-0095. Questions during the event should be directed to the highest ranking officer working the event or two the Patrol Division shift commander on duty.

After the event, actual hours to be compensated will be confirmed by the University of Georgia Police Department and an invoice will be sent to the requestor. If the request originates from a department or unit of the University of Georgia, the department or unit will be directly charged for the service.

Compensation for each officer will be paid by the requestor at the rate of \$34.00 per officer per hour or \$40 per officer per hour if a police vehicle is requested or deemed necessary by the University of Georgia Police Department in carrying out the service.

Each officer working the event will be compensated for a minimum of four (4) hours. However, if hours in excess of four (4) are worked then compensation will be for the actual time worked.

Additional contacts

For campus emergencies, call 911. The University of Georgia Police Department may also be contacted at 706-542-2200.

Responsibilities

The Chief of Police has the responsibility of providing for the safety of students, faculty, staff and visitors at the University of Georgia.

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Executive Assistant to the Vice President for Finance & Administration

Policy Owner: Chief of Police

Policy Contact: Jimmy Williamson, Chief of Police

Phone Number: 706-542-1032

Related information

For additional information visit www.police.uga.edu.

[< Physical Access Control and Security System Policy](#) | [UGA Police Contact Procedures](#) >

Policy Dates

Effective Date:

Date Last Updated: 06/08/2016

Date of Last Review:

Date of Approval:

Previous Version of Policy: