

Mt. San Jacinto Community College
Police Department Event/Activity Request Form

This form is to be used to request Police coverage for a District event/activity. Please allow a minimum of 45 days for scheduling of your event, requests received without sufficient notice may be denied. Forms that are not completed in full will be returned to sender for completion.

Police personnel approved to cover and event or activity do so on an overtime basis and will require the requesting department to cover the overtime expense at an hourly rate, budget information must be included in your initial request. We will inform you of approval or denial within 5 working days of receipt of your completed form.

Requester's Name:	Today's Date:
Department:	
Phone Number:	Email address:
Are you a District Employee: Yes <input type="checkbox"/> No <input type="checkbox"/> Your Signature: X _____	
Area Vice President Signature: X _____ Date: _____	

Name of event:	Event Date:	
Location of the event: San Jacinto <input type="checkbox"/> Meniffee <input type="checkbox"/>		
Room number/Place:	Beginning time of event:	Ending time of event:
Budget Code (Required):		
Purpose of event:		
Detailed Description of activities that will occur at this event or activity:		

I am requesting :	Police Officer <input type="checkbox"/> # _____	Campus Safety Officer (CSO) <input type="checkbox"/> # _____
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This section for Police Department use only

Date received:	
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature: _____ Date: _____
Paperwork fully completed Yes <input type="checkbox"/> No <input type="checkbox"/>	
Officer/CSO Assigned:	Total number of hours worked:
Officer/CSO Assigned:	Total number of hours worked:
Form sent to Human Resources: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____

This form must be filled out completely and forwarded to the Police Department 45 days prior to your event or activity.