

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?
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 1-18637-0232 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 **\$38.00 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:

Cost of a detail is **\$28.50 per hour, per officer**, with a 10-day advance notice. Each officer will be paid a MINIMUM of three (3) hours per detail, whether or not three (3) hours is required for the given detail. For example, if an organization has an event requiring three officers, and the event is only two hours in duration, the organization will be charged a total of nine (9) hours times the hourly rate (3 officers x 3 hours minimum per officer = \$256.50).

The number of officers required for any given function will be determined by the authorized member of the LUPD based on the information provided by the submitting organization/individual on the Detail Request form.

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: _____