



Department of Public Safety

808 University Capitol Centre
 Iowa City, Iowa 52242-5500
 319-335-5022 Fax 319-335-5800

HIRING DPS PERSONNEL FORM

Reservations:

All event coverage by UI DPS requires a minimum of 10 days advance notice to enable our Department to arrange for and work your event. Event hours must be set at the time of the request and UI DPS reserves the right to alter start and finish times based on the circumstances of the event. Changes to the scheduled hours of the event may not be made without the prior approval of UI DPS. UI DPS currently charges a flat fee of \$48.00 per hour per officer and \$35.00 per hour per security guard. Special events will be charged a minimum of three hours for each officer, guard or contract security guard assigned regardless of the minimum hours requested.

Duties:

The officers/guards assigned to special events have the primary purpose of providing a reasonably safe and secure environment. While at the event, UI DPS will try to work with the event sponsors to ensure the event proceeds safely without incident. If an incident (accident, injury, disruption, or criminal incident) occurs, the officer will take action or summon the necessary assistance to respond to the incident. Some specific duties that UI DPS personnel are prohibited from performing include:

- Ticket taking or seat ushering.
- Carding or identifying individuals to ensure University status and or above the legal drinking age.
- Collection of ticket moneys.

EVENT

Name of Event:	Date:	Location:
Hours:	Number of Officer(s)/Guard(s)	Alcohol Being Served: Estimated Attendance:

REQUESTOR/SPONSOR

Contact Person:	Mailing Address:	Contact Phone:
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Same as Requestor Y/N

BILLING INFORMATION

Attention:	Billing Address:	Billing Phone:
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Cancellation:

To confirm cancellation of an event, call 319-335-5022 at anytime and ask to speak to the shift supervisor. Inform the shift supervisor of your name, the event, the date and time of the event, a contact telephone number and your intent to cancel the event. The shift supervisor will then inform the personnel scheduled to work the event. If UI DPS is notified by an event sponsor of a cancellation and the notice given is more than twenty-four (24) hours prior to the start time of personnel working the event, the sponsors will not be charged. If UI DPS is notified by an event sponsor of a cancellation and the notice given is twenty-four (24) hours or less prior to the start time of personnel working the event, or the event is canceled without notice, the sponsors could be charged up to a maximum of 3 three hours per scheduled person working the event. If an event is shortened by the sponsoring party, UI DPS personnel will be paid a minimum of three hours. UI DPS realizes that some events cannot be planned to the last minute as far as finish times are concerned.

The policy for hiring DPS for your event can be found at <http://www.uiowa.edu/~pubsfty/hiring.html> . Please complete this form and return it to Captain Loren Noska at loren-noska@uiowa.edu.