



# Sahuarita Police Department

315 W. Sahuarita Center Way  
Sahuarita, AZ 85629  
(520) 344-7000  
FAX (520) 344-7050

## EVENT NOTIFICATION FORM

Event	Event Date	Event Hours
Location of Event		
Description of Event		
Town of Sahuarita Sponsored Event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Police Assistance Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you mark "Yes" please complete this entire form and return as indicated. If you mark "No" please complete the top portion of this form and return as indicated.		

### EVENT POINT OF CONTACT

Name	Company Name	Title
Phone	Email	Fax

### REQUIRED ATTACHMENTS

POLICE OR VIPS	EXPLORERS
<input type="checkbox"/> Town of Sahuarita Special Event Permit, <input type="checkbox"/> N/A	<input type="checkbox"/> Town of Sahuarita Special Event Permit
<input type="checkbox"/> Certificate of Liability Insurance w/ Endorsement, <input type="checkbox"/> N/A	<input type="checkbox"/> N/A
<input type="checkbox"/> Event Location: Route/Map/Layout, <input type="checkbox"/> N/A	

Please complete the following sections only if you are requesting police assistance at your event:

<u>Type of Service Requested</u>
<input type="checkbox"/> Traffic Control <input type="checkbox"/> Security <input type="checkbox"/> Demonstration <input type="checkbox"/> Other, please describe:
Police Vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Units? <input type="checkbox"/> Bike Patrol Unit <input type="checkbox"/> Canine Unit <input type="checkbox"/> Motorcycle Unit <input type="checkbox"/> VIPS <input type="checkbox"/> Explorers <input type="checkbox"/> Other:

Describe Request

**Please return this form and required attachments to:**

Attention: Lt. M. Falquez & Admin. Specialist Jen Elias Off-Duty/Special Events Coordinators Sahuarita Police Department 315 W. Sahuarita Center Way Sahuarita, AZ 85629 FAX: (520) 344-7050 mfalquez@sahuaritaaz.gov jelias@sahuaritaaz.gov
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**Sahuarita POLICE Off-Duty Rates and Requirements**

The following stipulations pertain to the hiring of Sahuarita Police Department Officers for Off-Duty work. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Proof of General Liability Insurance policy in the amount of one (1) million dollars making the Sahuarita Police Department an "additional insured party" to the policy.  \_\_\_\_\_
  - 2) Minimum of fifteen (15) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning officers to the job.  \_\_\_\_\_
    - If the department receives less than fifteen days notice to fill any position, a \$10.00/hour surcharge will apply for each staffed position AND the requesting party will be responsible for any overtime accrued by the off-duty coordinator for off-duty work necessary to staff the request.
  - 3) Payment must be made by the Police Department's next regular pay period and in no event, later than two (2) weeks of the date of the billing.  \_\_\_\_\_
    - Late payment will result in a \$20.00 surcharge for each staffed position.
  - 4) Hourly pay rates as follows:  \_\_\_\_\_

<b>Regular Rate</b>		<b>Holiday Rate</b> (time and one half of regular rate)	
Officer	\$40.00	Officer	\$57.50
Sergeant	\$45.00	Sergeant	\$65.00
Commander	\$50.00	Commander	\$72.50
  - 5) All jobs have a three (3) hour minimum. If cancellation is necessary, a twenty-four (24) hour notification prior to the job must be made or a three (3) hour minimum will be charged per assigned officer.  \_\_\_\_\_
  - 6) Staffing minimum of one (1) sergeant per four (4) officers is required.  \_\_\_\_\_
  - 7) Where a marked patrol unit is requested or where it is determined to be necessary for the safety of assigned officers, the rate is \$50.00 per car per shift.  \_\_\_\_\_
  - 8) Police will be provided on an availability basis only and may be subject to different rates and/or requirements as determined by the Chief of Police or his designee.  \_\_\_\_\_
  - 9) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties.  \_\_\_\_\_
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**Sahuarita VIPS Requirements**

The following stipulations pertain to the staffing of Sahuarita VIPS. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Proof of General Liability Insurance policy in the amount of one (1) million dollars making the Sahuarita Police Department an "additional insured party" to the policy.  \_\_\_\_\_
  - 1) Minimum of fifteen (15) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning VIPS to the job.  \_\_\_\_\_
  - 2) Where a marked VIPS unit is requested or where it is determined to be necessary for the safety of assigned VIPS, vehicle rate of \$50.00 per car per shift may apply.  \_\_\_\_\_
  - 3) As non-commissioned police affiliates, VIPS have limited authority to provide law enforcement services. VIPS may be utilized to assist in routine traffic control, to operate a demonstration table, to facilitate the distribution of police materials and information, and to conduct other duties as pre-approved VIPS supervisor.  \_\_\_\_\_
  - 4) VIPS will be provided on an availability basis only and may be subject to different requirements as determined by the Chief of Police or his designee.  \_\_\_\_\_
  - 5) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties as necessary, which may include the assignment of a commissioned officer.  \_\_\_\_\_
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**Sahuarita EXPLORERS Requirements**

The following stipulations pertain to the staffing of Sahuarita Explorers. Please acknowledge that you understand and accept the stipulations by selecting the box and initially on the line.

- 1) Explorers are an affiliate of the Boy Scouts of America and the Sahuarita Police Department and as such, are subject to the rules and regulations required by both for insurance and liability coverage, where applicable.  \_\_\_\_\_
- 2) Minimum of fifteen (15) days prior notice for job requests to be staffed. All required permits and associated paperwork must be received by the police off-duty coordinator prior to assigning Explorers to the job.  \_\_\_\_\_
- 3) As non-commissioned police affiliates, Explorers do not provide law enforcement services. Explorers represent a youth development and community service organization. Explorers may be utilized to support event staff with logistical operations, to operate a demonstration table, to facilitate the distribution of police materials and information, to assist with supervised traffic control and to conduct other duties as pre-approved by Explorers supervisor.  \_\_\_\_\_
- 4) Explorers must be accompanied by a requisite number of adult advisors as determined by the Explorers staffing supervisor.  \_\_\_\_\_
- 5) When public safety is a concern, the Chief of Police or his designee reserves the right to adjust the staffing and duties as necessary, which may include the assignment of a commissioned officer.  \_\_\_\_\_
- 6) Explorers will be provided on an availability basis only and may be subject to different requirements as determined by the Chief of Police or his designee.  \_\_\_\_\_