

# Special Event Public Safety Request

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and by anticipating potential concerns. The City of Prescott Police Department has the final authority to determine your event security requirements.

For many events, you will be required to pay law enforcement officers to provide needed security. The Prescott Police Department will determine which events will require officers and the number of officers or additional security personnel needed at each event. Arizona law requires that the security company and security personnel chosen will be licensed through the Arizona Department of Public Safety. This license requirement does not apply to in-house security or volunteers provided by the business or organization hosting the event. For additional information regarding private security company licensing, contact the Arizona Department of Public Safety at (602)223-2361.

## Security

Name of responsible person to be present for duration of event: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Type of Private Security Personnel/ Company Name: \_\_\_\_\_

I plan to use:

In-house staff or volunteers.      Estimated number: \_\_\_\_\_

Hired security personnel.      Estimated number: \_\_\_\_\_

    Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

    Phone Number: \_\_\_\_\_

Prescott Police Department officers.      Estimated number: \_\_\_\_\_

The number of required off-duty officers will be based on anticipated attendance at the event and what the security requirements of the event are determined to be.

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

Event Time Frame(s): \_\_\_\_\_ to \_\_\_\_\_

Estimated Daily Attendance: \_\_\_\_\_

If serving alcohol, please annotate alcohol sales time frame: \_\_\_\_\_ to \_\_\_\_\_

To schedule off-duty officers log onto <https://odm.officertrak.com/Prescott-AZ-PD> or call 1-877-636-8300. **Off-duty officer requests must be met 15 working days prior to the scheduled event.** Failure to do so will be an automatic rejection of this portion of the applicant's request. Payment for law enforcement officers is due at the conclusion of the event. If an invoice is needed to secure payment, one will be provided to you. This type of arrangement needs to be known prior to your event. You will be required to submit payment within seven days of receipt of invoice. Payment should reflect the hours your event is under operation. In the event officers are needed to hold over or if your event runs over the allotted time, the event applicant is responsible for any additional payment.