



**LINCOLN UNIVERSITY
REQUEST FOR ADDITIONAL OFFICERS**

The requesting organization is to contact Lt. Jackson of Lincoln University Department of Public Safety (681-5498) **30 days prior to the event** to set up a security schedule. The Scruggs University Center form must be completed and attached when submitting this request from to Public Safety.

To Be Printed or Typed

Organization: _____
 Organization Faculty/Staff Advisor: _____
 Submit Date of Request: _____
 Date of Event: _____
 Event Time: _____
 Event Location: _____
 Event Description: _____
 Organization Contact Person: _____
 Phone: _____ Cell: _____
 Organization Advisor: _____
 Phone: _____ Cell: _____

| LUDPS USE ONLY | |
|--|---------------------|
| Date Received From Requesting Organization | |
| Date | Org. Rep. Signature |
| Date | DPS Signature |

_____ Of Lincoln University is requesting to hire additional officers
Organization Name
 to work on the _____, 20____. The officers will be paid a total amount of
 \$ _____ @ (\$20.00) dollars per hour to be paid with check by the requesting organization.
 Number of Officers Needed: _____ Time for security: 10:30pm – 2:30am Other: _____

| LUDPS & COLE COUNTY SHERIFF USE ONLY | | | |
|--|---------------------|------------|-----------------|
| Received by Cole County | | | |
| Signature | Time | Date | |
| Delivering LUDPS Officer | | | |
| Signature | Time | Date | |
| Assigned Deputies | | | |
| Print Name | SSN | Print Name | SSN |
| Print Name | SSN | Print Name | SSN |
| Date Event Security Form is Returned to Requesting Organization | | | |
| Date | Org. Rep. Signature | Date | LUDPS Signature |