



## University of Florida Police Department

### Special Events Information



#### Billing Rates

Staffing needs for event security are determined solely at the University of Florida Police Department's (UFPD) discretion based on the evaluation of the objective criteria listed in the next section. The costs for UFPD personnel are as follows:

- Non-Sworn Police Service Technician (PST): *\$42/hour, 3 hour minimum*
- Police Officer: *\$64/hour, 3 hour minimum*
- Police Sergeant: *\$77/hour, 3 hour minimum*
- Police Lieutenant: *\$90/hour, 3 hour minimum*
- Gator Emergency Medical Response Unit (GEMRU): *\$80 flat fee per event*
- Other services (signage, barricades, etc.): *Available for an additional fee.*

These rates are the same for specialized services such as the K9 Team or the Bicycle Team.

All **internal** UF organizations will incur a **3% administration fee** per invoiced event(s).

All **external** UF organizations will incur an **8% administration fee** per invoiced event(s).

*These rates are subject to change per the Police Benevolent Association union contract.*

#### Special Event Criteria

UFPD uses reasonable, objective criteria to determine appropriate event security measures and associated costs for users pursuant to a University use of space agreement. Although not exhaustive, below is a list of criteria that may be considered:

- Maximum occupancy capacity of the space, both indoor and outdoor.
- Ticketed event / ticket sales / expected attendance.
- Ingress/egress to the space, including number of ingress and egress points.
- Location of building.
- Location of space within building / layout of the space.
- Time of day / day of week.
- Type of activity taking place in the space (e.g., listening to a speaker vs playing laser tag).
- Lighting conditions in and around the space.
- Traffic patterns, including number of intersections.
- Presence / availability of alcohol.
- Food, beverage or other sales / cash handling.
- Open to the general public / university community only.
- Physical security measures utilized for the event (e.g., magnetometers, barriers, etc.).

## Terms of Agreement

The University of Florida Police Department (UFPD) provides the opportunity for private citizens to contract additional law enforcement services with off-duty police officers or police service technicians (if applicable to requested duties). These services may include traffic control, crowd control, uniform security assignments, and other services for a private or public employer, as approved by the Chief of Police. All extra-duty assignments are governed by applicable Florida Statutes, UF Regulations, and UFPD Policy. Law Enforcement Officers performing an extra-duty assignment do so as sworn officers and will not ignore law violations committed in their presence. Every effort will be made to provide staffing to your event; however, there is no guarantee that the extra-duty assignment will be staffed.

For **Internal** Organizations (Organizations funded directly by the University of Florida):

- Payment will be rendered within **10 business days** after date of invoice. UFPD accepts payment for internal clients in the form of Chartfields.

For **External** Organizations (Organizations funded through any other means):

- Payment will be rendered within **30 calendar days** following your event. UFPD accepts the following forms of payment:
  - Check/Money Order made payable to University of Florida Police Department
  - Cash (in-person at the UFPD front desk)

If an event is to be canceled, the requester of the event is required to contact UFPD Communications at 352-392-1111 **a minimum of 3 business days prior to the date of the event** so proper notification can be made to the personnel that has been scheduled. If an event is canceled within 3 business days of the event date, the requester will be charged 10% of the contracted fee. **If the requester fails to cancel the event, they will be charged the 3 hour minimum for each requested personnel.**

You or an organization representative will be asked to sign these terms as an agreement to abide by them prior to staffing occurring for your event.

## UFPD Contact Information

Ofc. Nicholas Doyle ID # 56 – Special Events Coordinator

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Lt. Scott Summers ID # 12 – Special Events Supervisor

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