



POLICE

UNIVERSITY OF SOUTH FLORIDA



Christopher L. Daniel, Chief of Police

University of South Florida Police Officer Requests

*****IMPORTANT INFORMATION – Please Read Prior to Completing an Officer Request Form*****

- All USFPD Officer Request Forms must be received a minimum of fourteen (14) days prior to the event date. A late fee of \$100.00 will be applied to requests received with less than the minimum notice.
- All events require a three (3) hour minimum.
- A minimum of two (2) Law Enforcement Officers are required for most events. Special considerations may be made for small scale events.
- If an event requires four (4) or more officers to work the same function/event at the same time, one (1) of the officers must be a Law Enforcement Supervisor.
- If an Officer Request needs to be cancelled, the USF Police Department requires one and a half (1½) hours prior notice. If proper cancellation notice is not provided, a three (3) hour minimum payment will be charged per officer requested. For all cancellations less than 48hrs from the scheduled event start time, please contact the USF Police Department by phone at (813) 974-2628.
- Law Enforcement personnel hired for special duty assignments have specific law enforcement functions and will not be considered employees or agents of the hiring entity.
- The special duty assignment may be ended, or conditions imposed, at any time by the Chief of Police or designee. Additionally, the Chief of Police or designee has the authority to order any officer to vacate or terminate any function/event in response to emergency situations or whenever the assignment creates an unacceptable risk to the health, safety, and welfare of the officer and/or public.
- The USF Police Department reserves the right to require additional officers and/or equipment during special events to ensure the safety for all participants and staff. Client(s) will be informed of additional needs during the initial event request review conducted by University Police. Additional costs will be incurred by the client at the below rates.
- Events may be unapproved and unauthorized from occurring if parties fail to adhere to recommendations made by the Police Department.

Personnel & Equipment Billing Rates

Staffing	Rate
Civilian Personnel (Police Communications Specialist, Traffic Control Specialist)	\$35.00 Per Hour
Non-Sworn Community Service Officer (CSO)	\$35.00 Per Hour
Law Enforcement Officer	\$63.00 Per Hour
Law Enforcement Supervisor	\$69.00 Per Hour
Specialty Unit Officer (K9, sUAS Pilot, Marine, Tactical)	\$73.00 Per Hour
Law Enforcement Commander	\$78.00 Per Hour
Equipment (Need Determined by Law Enforcement)	Rate
Traffic Control Cones, Signs, Cameras (Event Size Dependent)	\$100/\$500/\$750 Per Event
Police Utility Cart (For Law Enforcement Operations Only)	\$50.00 Per Event
Generator (For Law Enforcement Operations Only)	\$15.00 Per Hour
Police Command Post (Mandatory for Large Scale Events)	\$125.00 Per Event
Light Tower (For Law Enforcement Operations Only)	\$25.00 Per Hour
Variable Message Board (For Traffic Direction and Control)	Varies Per Event - Email
Aerial sUAS Drone Imagery (For Law Enforcement Operations Only)	\$50.00 Per Event

Please Email USFPDevents@usf.edu For Questions About Officer Requests

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