



Marshall ISD Police Department

Law Enforcement Event Coverage Request

Limited funds are available for preplanned athletic and extracurricular events to provide law enforcement coverage. Budgetary constraints restrict our ability to provide coverage for every event at every grade level. In order to ensure efficient and effective law enforcement coverage for the entire District all coverage requests must be accompanied by the attached request form. For recurring events, such as football games, a single request form may be submitted and the final schedule attached. The following guidelines apply to all requests:

- The Marshall ISD Police Department reserves the right to determine the number of officers assigned to any event. That decision will be based upon the type of event, attendance expected, venue, duration, facility use agreements, and other events or situations.
- To ensure appropriate coverage, event requests **must be submitted a minimum of 10 working days** before the scheduled activity.
 - Usually, requests received within 2 working days will be filled but it may be necessary to contract services from partner law enforcement agencies, when this occurs, additional fees may apply.
 - Requests received fewer than 2 working days will be filled if personnel are available. Additional fees will apply.
- The fee schedule reflects the rate for events scheduled with proper advance notice, as well as applicable charges for events scheduled or changed within two working days or less of the event. It also addresses last minute coverage requests and cancellations.

Request Level 1. 10 or more days advance notice: \$25.00/ hour or paid by MISDPD Security Fund, if applicable (MISD only events)

Request Level 2. 2-10 day notice: \$25.00/hour or paid by MISDPD Security Fund, if applicable (MISD only events)

Request Level 3. 1-2 day notice: \$35.00/hour (MISD only events)

Request Level 4. Less than 24 hour notice and/or Facility Use Agreements: \$45.00/hour (includes playoff game and tournaments that do not involve MISD students)

All request levels are a minimum of 3-hours per officer.

All requests that involve use of an authorized police vehicle will require an additional \$20.00 per hour per vehicle reimbursement to the District, which will be invoiced separately. This fee may be billed directly with the District or invoiced through the police department.

- Requests for campus-based events that occur during the school days usually are not assessed any costs unless the request exceeds the resources of the Marshall ISD Police Department.
- All event coverage, whether paid by the District or the requestor, requires official approval from the MISDPD Police Chief or their designee.
- Don't wait until the last minute to submit coverage requests as officer availability and schedule options are filled on a first-come first serve and/or by security priority basis.
- All requests MUST have a valid budget code for payment in order to be considered for approval. Requests without either a valid budget code or prior authorization will not be filled.

Joe Arledge, Police Chief
1305 E. Pinecrest Dr. Marshall, TX 75670 (903) 702-7692
arledgej@marshallisd.com

EVENT CANCELLATIONS

- Cancellations with less than 24 hour notice of the scheduled event during weekdays will be assessed a 3 hour minimum event charge. Weekend cancellations must be received no later than close of business on Friday, or 24 hours prior to the start of the event, whichever is greater. Failure to do so also will result in the cancellation fee.

Notifications must be made via email to the contacts listed below:

Chief Joe Arledge: arledgej@marshallisd.com

Sgt. Ronnie Roge': rogert@marshallisd.com

Note: Please send the notification by email to both of the contacts listed above. Cancellations or last minute updates can be coordinated via the department's non-emergency number at 903-702-7692.

- Notifications to anyone other than the contacts listed above will not constitute proper notification in compliance with this document and the three hour minimum cancellation fee will apply.
- Cancellations with less than 24 hour notice are applicable to all scheduled special events that are contracted by the school district where law enforcement coverage has been requested, and the three hour minimum cancellation fee will apply.
- **No cancellation fees will be assessed for events that are cancelled district wide.**
- **APPLICABLE BUDGET CODES MUST BE PROVIDED ON THE REQUEST FORM. The absence of a budget code or how the invoice will be paid will delay scheduling of coverage for the event. PLEASE ensure that all required information is complete on the request forms prior to submission.**

Refer questions or concerns to the Chief of Police at arledgej@marshallisd.com

MISD/MISDPD Law Enforcement Event Request Form

By completing and submitting this form, requestor agrees to abide by all District health, safety and facility use policies, and they understand and will abide by the payment and cancellation terms outlined on these forms.

Event Title:					
		(If recurring event, attach copy of full schedule)			
Event Sponsor:					
Type of Event: (If athletics, specify sport, if other describe)					
Date of Event (m/d/yyyy):				Actual Start	
Duration:		Note: Time for preparation or follow up will be billed accordingly			
Location where event will be held:					
If separate or multiple venues (even on same campus) describe:					
Number of attendees/fans the event is expected to attract:					
Will coverage be paid by:	<input type="checkbox"/> Athletics		<input type="checkbox"/> Campus (specify)		<input type="checkbox"/> PTO/Booster Club/BGC or Other (specify)
	<input type="checkbox"/> MISDPD Security Fund				
Budget Code:			<input type="checkbox"/> Check	<input type="checkbox"/> n/a (specify)	
Requestor / POC agrees to abide by all District health, safety and facility use policies, and they understand and will abide by the payment and cancellation terms outlined on the form:					____ (Please Initial)
Primary Point of Contact Name and Title:					
Cell Phone:		Email:			
Secondary Point of Contact (authorized to manage payments, reschedule/ cancel event, etc.) Name and Title:					
Cell Phone:		Email:			
Is law enforcement a UIL requirement at the event?				Yes	No
Campus administrators MUST be present, please indicate how many will be on site for the duration of the event?					
Number of faculty/staff that will provide safety, security, and discipline support during that event (this support is required for all events where a law enforcement presence is needed):					
Additional Comments:					
For office use only:					
Submittal Date/Time:				Submitted By:	
Date Reviewed:				Reviewed By:	
Date Approved:				Approved By:	
Date of Changes:		Reason:		Approved By:	
Payment Received On:				Date Request Fulfilled and Closed :	