

Special Duty Request

Campus Security Department



UNIVERSITY
of HAWAII
HILO

Updated 1/2/2020

Requested by:		Requested by phone #:		Date of request:		
Nature of event:			Location:			
Date of event:		Start time of event:		End time of event:		
Employee in charge/Title:			Employee in charge telephone #:			
Dept. contact info:			Billing account #:			
Billing rate for security officers: Officer @ \$ 27.57 plus fringe						
Number of Security Officers requested:		Start time:		End time:		
		Start time:		End time:		
		Start time:		End time:		
Specific duties of requested security officers:						
Please answer the questions below.						
Requested Police officers?	Yes or No			If yes, how many Police Officers?		
Event broadcast to public?	Yes or No			Students only?	Yes or No	
Event open to the public?	Yes or No			Students & guests only?	Yes or No	
Alcohol to be served?	Yes or No			Expected attendance:		
To be completed by Supervisor			To be completed by employee in charge after event:			
Name of security personnel assigned to the event		Actual start time	Actual end time	Approving initials		
1)						
2)						
3)						
4)						
5)						
6)						

Please save and submit completed form to: uhhsafe@hawaii.edu
For assistance, please call Campus Security at 974-7911.