

**Palo Alto Police Department
Request for Police Officer Services**

This form must be received by the Special Operations Sergeant (650-329-2459) at least 30 days prior to the date of the event. A deposit for police services may be required (7) days before the event. No exceptions can be made to this policy. The deposit amount is for the estimated services. You will be sent an invoice for deposit and/or final payment.

Current Date: _____

Event date(s): _____

Time from: _____ A.M. to _____ P.M.

_____ P.M. to _____ A.M.

Event: _____

Location of Event: _____

Duties Performed: _____

Facility/Organization: _____ Non-profit? Yes No

Billing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Billing contact person: _____

On-Site Contact day of event: _____ Phone: _____

Number of officers requested (4 hour min): _____

Mail completed form to: Palo Alto Police Department
275 Forest Ave. Palo Alto, CA 94301
Attn: Special Operations Sergeant

(Office use only)	# Used	Hours	Amount
Deposit _____	Reserve _____	_____	_____
Services _____	Officer _____	_____	_____
Billed _____	Agent _____	_____	_____
	Sergeant _____	_____	_____
	CSO _____	_____	_____