

# UNIVERSITY *of* HOUSTON

Department of Public Safety  
Police Department

3869 Wheeler Street Phone: 713/743-0600  
Houston, Texas 77204-6191 Fax: 713/743-0579

## MEMORANDUM

TO: College, Division and Department Business Administrators

FROM: Malcolm Davis  
Captain

DATE: October 1, 2004

SUBJ: Changes in Procedures to Request Police Services for Special Events

We have been working with General Accounting for several weeks to update our Special Event Scheduling and Billing procedures. Our goal is to have everything on-line in the month of October.

Below is a short synopsis of the billing changes based on recommendations from General Accounting, which we will be implementing.

- Requesting party (Reservation Offices as defined in MAPP 09.03.01 – Addendum A) is responsible for submitting all paperwork required to obtain police services for special events. Required paperwork consists of the Request for Polices Services Form (RPS) and a SCR with estimated charge\*, including the Cost Center where the payment should be drawn from with all necessary approval signatures.
- The Officer in Charge of Special Events (OIC-SE) will verify whether or not the individual / group requesting police services is on the “Past Due List”. The OIC-SE will notify the appropriate reservation office whether or not the RPS has been approved.
  - If the requestor is on the “Past Due List”, the reservation office which submitted the RPS will be notified that the request will be denied until such time as the requestor comes off the “Past Due List”.
  - If the requestor is not on the “Past Due List”, the OIC-SE will schedule the requested police personnel.
- UHDPS will hold the SCR until the date of the event and then submit it to General Accounting for payment. It will be UHDPS’ discretion whether the SCR will be encumbered in advance with General Accounting after the initial estimate has been received. UHDPS financial personnel will revise the SCR to reflect the actual charge or contact the appropriate reservation office if any additional authorization is necessary. Copies of both the invoice and payment document will be sent to the appropriate reservation office.

*MAPP 07.01.03 – Requesting Special Event Police Officers will be effect by the end of the month and you can refer to this document for further details.*

**Changes in Procedures to Request Police Services for Special Events**  
**Page 2 of 2**

FY05 Billing Rates effective 09/18/04 are as follows:

	<u>Internal (UH) Event</u>	<u>External (non-UH) Event</u>
↓ UH Event Commander	No Charge	\$55/hr
↓ UH Supervisor	\$36/hr	\$49/hr
↓ UH Officer	\$28/hr	\$38/hr
↓ Dispatcher / PEA	\$21/hr	\$28/hr
↓ UH Fire Marshall	No Charge	\$55/hr

Please feel free to call me at 3-0582, should you have any questions or need additional information.

\* Estimated Charge determined by multiplying the Number of Officers x hourly rate x number of hours requested (4-hour per employee minimum).

**Cotright, Lasaundra B**

---

**From:** McGhee, Frederick D [FDMcGhee@Central.UH.EDU]  
**Sent:** Wednesday, October 27, 2004 11:50 AM  
**To:** Le, Anh N; Barbara Murray (E-mail); Beverly Rymer (E-mail); Debra L Loya (E-mail); Jennifer Chin-Davis; LaSaundra.Cotright@mail.uh.edu; Laura Bell; Lawrence S DeBondt (E-mail); CKNguyen@Central.UH.EDU; pammusc  
**Cc:** Tran, Kathy N (bntran@Central.UH.edu)  
**Subject:** FW: Request for Assistance

I couldn't recall if I sent this to you already.

---

**From:** Glisson, Michael T  
**Sent:** Friday, October 01, 2004 4:58 PM  
**To:** UH-CDA@LISTSERV.UH.EDU  
**Subject:** FW: Request for Assistance

---

**From:** Davis, Malcolm C  
**Sent:** Friday, October 01, 2004 2:41 PM  
**To:** Glisson, Michael T  
**Subject:** Request for Assistance

Please send the attached memo out over the College / Division Business Administrator List Serve.

Thanks!

Malcolm Davis

Captain

University of Houston Police

Tele: 713.743.0582

Fax: 713.743.0579

<<Billing Memo - 2005.doc>>