



## REQUESTS FOR POLICE SERVICE AT PRIVATE & COMMUNITY EVENTS

- Requests for a Uniformed Officer to be present at a private event can be made by calling the Johnston Police Department at 515-278-2345 or by completing the attached form (Page 3) and submitting it by mail, fax, or email to:  
Johnston Police Department, 6373 Merle Hay Road, Johnston IA 50131  
Email: [police@cityofjohnston.com](mailto:police@cityofjohnston.com)  
Fax: 515-278-8239
- Police officer staffing requests at city facilities or private venues should be received a minimum of five (5) business days in advance of the event. Requests can be made up to one year in advance.
- In most instances, security events are voluntary and not assigned. As a result, the Johnston Police Department cannot guarantee coverage.
- Event requests will be posted approximately 2-4 weeks prior to the date of the event. When the request has been filled, contact will be made with the event organizer to provide security officer information and confirm event date and time(s).
- The City of Johnston will invoice the event organizer after the event has concluded. Invoices are processed each month, and payment is due within 30 days of receiving the invoice. Payment can be made in the form of cash, check, credit card, or money order.
- Security Officer Fee = \$60.00 per hour, with a minimum fee of \$120.00
- The City of Johnston requires the presence of law enforcement or a security firm if alcohol is served at a private event on city property and it is expected to involve more than 50 people. The City reserves the right to determine when law enforcement or a security firm is required at an event.
- The City will determine which security firms are approved to contract for special events. The Department will maintain a list of security firms that are approved to be used when an event organizer is required to contract with a private firm. Security personnel will be unarmed. Their primary responsibility will be to observe, report and request assistance from Johnston police personnel as appropriate.

- If the event runs longer than originally scheduled, the event organizer will be invoiced for any additional time the officer works the event, to the nearest 15-minute increment.
- Cancellations must be received at least 12-hours prior to the event's scheduled start time. Cancellations made with less than a 12-hour notice will be subject to the minimum hours charge per assigned officer.
- There are times when an off-duty event is worked by an officer with an outside agency. In those instances, direct payment may be due to the outside officer at the time the event is worked.
- Officers working an off-duty event will be in uniform and provide a general law enforcement presence, but they will not engage in activity outside of their normal scope of duties.
- Unless otherwise directed, officers will be positioned immediately in/around the event facility where they can monitor event activity and be accessible to attendees, if needed. In events that require traffic direction, officers will be positioned in a location where they can monitor the traffic safely and provide traffic direction as needed.
- If an urgent situation or emergency circumstances arise that necessitate that an officer leave an event before it is concluded, they shall notify the facility manager (if applicable) and/or the event host. A refund for any remaining time may be requested by contacting Lt. Steve Nore the following workday.
- Cancellations, questions, or comments should be directed to Lt. Steve Nore at 515-278-2345 or [snore@cityofjohnston.com](mailto:snore@cityofjohnston.com)

# Request for Police Service

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**Date of Request:**

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**Company or Individual Requesting:**

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**Mailing Address:**

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**Contact Person:**

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**Phone:**

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**Email:**

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## Event Information

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**Name/Type of Event**

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**Location of Event**

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**Date of Event**

**Start Time:**

**End Time:**

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**Number of Officers Requested**

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**Additional Details, if applicable:**

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*I acknowledge that I have read and understand the terms and conditions of the City of Johnston Policy on Staffing Special Events. I agree to pay the City of Johnston within thirty (30) days of receiving the invoice for the above police service. I understand that failure to cancel the job without at least twelve (12) hour notice will result in me/my company being charged a two-hour minimum fee for each assigned officer. I further understand that the Chief of Police reserves the right to deny future requests for Police Service if payments are not made within the designated time.*

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Signature

Date

**Submit by mail/fax/email:**

Johnston Police Department, 6373 Merle Hay Road, Johnston IA 50131

Fax: 515-278-8239

Email: [snore@cityofjohnston.com](mailto:snore@cityofjohnston.com)