



Anchorage Police Department  
 Patrol Division  
 716 W. 4<sup>th</sup> Avenue  
 Anchorage, AK 99507  
 (907) 786-8798



**REQUEST FOR OFFICERS**

Scan & Return form to  
[constance.endres@anchorageak.gov](mailto:constance.endres@anchorageak.gov)

**APPLICANT INFORMATION**

Name:		
Title:	Organization:	
Phone:	Cell:	
Email:		
Street Address:		
City:	State:	Zip:

**BILLING INFORMATION** *(if different from applicant)*

Name:		
Title:	Organization:	
Phone:	Cell:	
Email:		
Street Address:		
City:	State:	Zip:

**ON-SITE CONTACT INFORMATION**

<b>Contact 1</b> Name:	Cell:
Role/Title	Location On-Site:
<b>Contact 2</b> Name:	Cell:
Role/Title	Location On-Site:

**EVENT OVERVIEW**

Event Name:
Event Date:
Organization:
Event Location:

**EVENT TYPE (select all that apply)**

<input type="checkbox"/> Traffic Control	<input type="checkbox"/> Concert	<input type="checkbox"/> Festival/Block Party	<input type="checkbox"/> Dance
<input type="checkbox"/> Protest/Rally	<input type="checkbox"/> Run/Walk	<input type="checkbox"/> Dog Race	<input type="checkbox"/> Parade
<input type="checkbox"/> Procession/March	<input type="checkbox"/> Cycling	<input type="checkbox"/> Sporting Event	<input type="checkbox"/> Other (explain)

**ANCHORAGE SCHOOL DISTRICT EVENTS (select all that apply)**

All invoices for ASD Events will be sent to ASD Headquarters, 5530 E. Northern Lights Blvd., Anchorage AK 99504-3135

<input type="checkbox"/> Sporting Event (Sport, note who is the Home & Visiting Team)
<input type="checkbox"/> Dance/Prom
<input type="checkbox"/> Graduation
<input type="checkbox"/> Other (Explain)

**POLICE STAFFING**

Date	Start Time	End Time	# of Officers	Purpose
<i>Example:</i> <b>1/2/2017</b>	<b>8:00 PM</b>	<b>11:00 PM</b>	<b>2</b>	<b>Traffic Control</b>

**POLICE STAFFING REQUIREMENTS**

Officers are scheduled to arrive at least 30 minutes prior to the actual “start” of the event for orientation, briefings, and to get into position.

For every 7 Officers it is APD policy that a Supervisor (Sergeant) be present.

### POLICE FEES

I understand that APD has a two-hour minimum charge per Officer which will be billed at \$132.00 per hour, with a 15-day advance notification. Requests received with less than a 15-day advance notification are charged at the rate of \$160.00 per hour, with a minimum of four hours billed per Officer.

### HOLD HARMLESS

Applicants for Right-of-way Special Activity Permits agree to indemnify, defend, and hold harmless the Municipality of Anchorage, the State of Alaska, their departments and employees from any claims, lawsuits, causes of actions and liabilities arising from or allegedly caused in whole or in part by the Applicant’s negligent or other legally wrongful act or omission.

Unless specifically stated otherwise in the Special Activity Permit, all expenses related to the towing of vehicles, and any storage charges, are not the responsibility of the Municipality of Anchorage. Any complaints, claims or litigation involving the towing of illegally parked vehicles are to be handled by the Special Activity permittee. Illegally parked vehicles may be towed without notice to the operator, registrant, or owner.

The Applicant also certifies that Applicant shall take reasonable steps to ensure all participants under the supervision or control of the Applicant will obey all laws, regulations and provisions required by the Municipality of Anchorage and the State of Alaska governing the activity.

Authorized Applicants Initials: \_\_\_\_\_

### CERTIFICATION

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly.

Applicant Signature	Title	Date
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### OFFICIAL USE ONLY

Stamp Date Received	Patrol Captain Review <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
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