



Edmonton Police Service

Extra Duty Detail Application Guide

This application form is not only the initiating document for policing services but the start of a relationship and dialogue in supporting a client owned, layered risk management model which works in collaboration with policing services for the City of Edmonton.

The client is expected to understand and strategically address their assets and risks through a comprehensive plan which includes policing services as a partner and not the sole proprietor of public safety.

The purpose of this document is to assist clients in gathering the information required to complete the Extra Duty Detail Application Form.

Disclosing accurate information is an important aspect of the risk assessment process that will aid in identifying the number of officers required for your event, and the purpose and manner in which the officers will be deployed.

All applications for Extra Duty policing assignments must be made using this form and process unless permission is granted by the Staff Sergeant in charge of the EPS Extra Duty Detail.

Staff from the Extra Duty Detail office will contact you within five business days from receipt of your application, to discuss the specifics of your event.

If you have any questions or concerns completing the application form, please contact our helpline at 780-421-2888.

Section 1

This information must be filled out accurately. It is our suggestion that you retain this form in a pre-filled format so that on subsequent applications only the applicable changes are required.

Client / Organization Name - Please provide the name and contact information for the person making the request for Extra Duty officers.

Name of Contact Person at Event – Please provide the name, and contact information for the person that the Extra Duty officers will report to and liaise with during the event.

Section 2

This section of the form requires that you provide specific information concerning your event. The questions you will be asked to complete are as follows:

Date of Application – Please provide the date that you complete the form.

Event Name – Please provide the actual name of the event. If this is an advertised event, please ensure the name provided is the same as advertised.

Event Type - A field is provided in which you may choose one of the following event types;

- Major Event,
- Sporting Event,
- Concert Event,
- Traffic Event,
- Other

If the type of event does not appear in the list, select “other”. Should you select “other”, please provide the type of event in the open text field in the next line of the form.

Description of Event – Please provide a general overview of the event.

Start Date – Please provide the date the event commences on.

End Date – If this event spans more than one day, please provide the date in which the event will conclude.

Address of Event – Please provide the municipal address of the event. Alternatively, please provide the main meeting, marshalling or gathering point for events where applicable. If there is more than one site location, please provide the addresses for all sites.

Venue or Site Name – Please provide the name of the venue or site that the event will be held at. For example, provide the common name associated with sites such as building names, special facilities or parks. Please describe the physical location of the site in detail, noting in particular whether this is a single site, multiple sites, an indoor or outdoor venue and, if outdoors, whether or not temporary shelters such as tents will be utilized?

Emergency Response and Security Plan – Please attach as an attachment any relevant public safety plans associated to the event.

Start Time – Please provide the time the event starts at.

End Time – Please provide the time the event ends at.

Doors Open At – Please provide the time that people attending the event can begin to access the site, prior to the actual start time of the event.

How Many People Are Expected To Attend – Please provide the number of people you anticipate will be in attendance at this event.

Primary Age Range of Attendees – Please provide the average age range of people you are anticipating will attend at the event.

Type of Ticket Sales – For example:

- Advance sales only
- Walk up – at the door only
- Advance and Walk – up
- Public Event
- Private Event

Reason for requesting Extra Duty police officers - Please refer to the EPS Extra Duty Detail Business Rules. Familiarize yourself with the new model concerning Extra Duty Detail as well as the client's role.

Will Alcohol Be Sold or Served at This Event - Self-explanatory.

If alcohol is sold or served at the event, please provide the time that sales/service will commence, the time sales/service will conclude, and the time consumption of alcohol will be permitted until.

Food Service – Please provide details as to any food services that will be provided to people attending your event (including water and other beverage).

Recurring Event - Please identify if your organization has hosted this event (or similar type of event) in the past.

If you have hosted this event in the past, please describe where and when the previous event was held, and any safety concerns or issues that arose during the past event that should be taken into consideration when planning for this event.

If this event has been hosted by another agency in or outside of Edmonton in the past two years, please provide the location of the event, and the promoter contact information for the past three events.

Section 3

Public Safety and/or Private Security.

The next section of the form asks you to provide the following information concerning the way you are addressing public safety and/or employing private security services for this event.

Please refer to the EPS Extra Duty Detail Business Rules and familiarize yourself with the new model overview, the criteria for Extra Duty Detail as well as responsibilities of the client.

If you plan to have a private security presence at this event, please provide the following details.

Name of the Security Company – Please provide the name of the security company, indicating if the security officers are volunteers, employees of your organization, or contract security officers to be hired by your agency.

Number of Security Officers – Please provide the total number of security officer that you will have in attendance during this event.

Description of how you are addressing public safety - Please provide specific details concerning all of the ways you are addressing public safety. If private security is employed, what are their role and your expectations?

Section 4

Client Billing Information

The next section of the form asks you to provide contact information regarding the billing and administration for the event.

Client Billing Information – For billing purposes, please provide the client name, contact person, contact information and, if applicable, your purchase order number for this event.

Note to New Clients:

If you are a new client, please download a “Credit Application Form” available on the Edmonton Police Service Extra Duty Detail Website. This form must be completed as part of the application for services.

Section 5

This is for EPS Extra Duty Detail office use only.