

Date of request _____

PINE TREE SCHOOL BOARD SECURITY

Hourly Rate ___\$35.00_____

The amounts shown below are due the person listed for **SECURITY** performed in connection with the event indicated.

Pine Tree Security is an at-will position dependant on the needs of the school district. Officers will respond to calls for assistance from other officers and school staff but will maintain at least minimal coverage to the concessions area. All officers will be vigilant for criminal activity, posturing and gang activities and take appropriate action. Officers will assist in maintaining and preventing patrons from loitering or standing in commons areas and walkways and take action to maintain a safe and enjoyable event for all patrons. Other duties may be assigned by School Staff or District SRO's. It will be the responsibility of Security officers to investigate any law violation that originates while he is working, regardless of the officers employing agency; making necessary reports, issuing citations, making arrest and reporting the information or action to either the SRO or the on duty administrator if it involves a student.

EVENT _____ DATE OF EVENT _____

| W-9 ON FILE | NAME | ADDRESS | TELEPHONE | TIME IN | TIME OUT | HOURS | \$\$ | SIGNATURE |
|-------------------|------|---------|-----------|------------|-------------|-------|------|-----------|
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DIRECTOR OF EVENT _____

DATE _____

BUDGET CODE: 199-52-6219-00-702-0-99-000

BUSINESS OFFICE COORDINATOR _____

DATE _____

SRO _____

DATE _____

ASST. SUPERINTENDENT _____

DATE _____