



Harvard Police: Detail Request Form

The Harvard University Police Department recognizes the need for safe and efficient pedestrian and vehicular traffic flow at University work sites. Additionally, the Department recognizes that at sporting and special events, and other times, officers may be required to provide crowd control and security. In order to address these needs, the Department allows officers to work Department-assigned paid details in addition to their scheduled tours of duty. While on detail, officers have the primary responsibility of enforcing laws, enforcing the rules and regulations of the University, and protecting the safety of the Harvard community.

A police detail may be required by University policy under any of the following circumstances:

- Harvard University-only functions with an anticipated attendance of 100 or more.
- Any function where alcohol is served with expected attendance of 100 or more guests.

There is a \$25 surcharge on all detail requests received within three business days of the detail date, over the phone or via e-mail. If the event is cancelled it is the responsibility of the person who requested the detail to inform the Department's Detail Office in a timely fashion in order to avoid the assessment of costs. Determinations of the need for and size of a police detail will be made by the Chief of Police or their designee in consultation with other University officials.

As of August 1, 2008 new detail rates have gone into effect (please see the detailed rate information on the form below). Please note that there is a new type of detail called "Party Details" which are at a higher rate; these are details typically for social functions hosted in College Houses and are usually scheduled between 10pm and 2am. If you have questions about what type of detail you need, please contact the Detail Office.

This is a request application only. Submitting a request does not guarantee approval.

In order to fill out this form, you must be logged in with your HUID and PIN. [Click here](#) to log in. If you **do not** have an HUID, please email the [Department's XID Coordinator](#). For all other questions about details please email the [HUPD's Detail Office](#).