

Lacey Police Volunteer Unit Detail Request Form

Request for: <input type="checkbox"/> Lacey Resource Unit <input type="checkbox"/> Lacey Police Explorers	What is the name of your event, what is the sponsoring organization, and what kind of event is it? (examples: community fair, school graduation, etc)
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Date of Event:	Event Start Time:	Event End Time:
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Contact Name, phone #, email address:

How many volunteers do you need?	When do you need the volunteers to be at the event?
	Start: _____ Finish: _____

What do you need the volunteers to do? (be as specific as possible)

Please note: If the volunteers will be directing vehicles, please be prepared to email a diagram of your proposed traffic control plan. Show where you propose traffic to be directed, and where you want volunteers stationed. The volunteer supervisor will review the plan and work with you to make the traffic plan as safe and efficient as possible. Please email the plan back to records@ci.lacey.wa.us and indicate the name and organization for reference.

Lacey Police volunteers often are required to have a police officer supervise their activities. The City of Lacey normally charges \$70 per hour, per officer (more on holidays). Is your organization willing to pay for the officer(s) needed?

Yes **No**

To be completed by authorized police personnel

Unit Sergeant Approval

Approving Sgt. Comments

Yes **No**

Signature

Advisor Assigned: _____

Traffic Control Plan

Diagram roads or parking lots involved. Use arrows to show direction of foot or vehicle traffic as needed. Use an **X** to show where the police volunteers are needed. If you have your own volunteers that will be assisting, mark them with an **O**. Please name streets and/or landmarks for reference. Please email the plan back to records@ci.lacey.wa.us and indicate the name and organization for reference.