

SUPPORT DIVISION

Phone (918) 669-6860
Fax (918) 669-6869



Tulsa Police Department

600 CIVIC CENTER • TULSA, OKLAHOMA • 74103-3822

www.tulsapolice.org

A Request for Service Application is for an activity scheduled once or twice during a concurrent 12-month period at a specific location. The application is submitted to request a review and approval to use the Tulsa Police Reserve (TPR) in any manner. This request is required on all such events within the City of Tulsa. There is no fee for this application or its approval.

The Tulsa Police Reserve Coordinator reviews the request for completeness and the feasibility of the event (public safety, traffic/crowd control, available volunteers, conflicting events, etc.). If the event is not City/Department related, it is then determined if the event benefits an authorized public charity and is open to the public (Reserve officers do not engage in private security for private functions or fundraisers). If approved, it is then routed to the Tulsa Police Reserve Director of Operations. The organizing agency will be required to have a Tulsa Police supervisor, selected by the Special Events Office, to be on-site to supervise and have constant radio contact with the reserves. If any form of alcohol is involved during the event, the said agency may need to provide additional security. The TPR Coordinator or designee will notify the organizing agency requesting the assistance upon final approval. **Please allow two months for this review period and final decision on the approval or disapproval of your request.**

A Request for Service Application does not replace Zoning, Health, Alcohol and Beer, Tent, or Park Permits. A request approval does not imply City sponsorship and does not guarantee complete, partial, adequate, or any volunteer security coverage for the event. **The Organizing Agency will be responsible for any costs relating to required Tulsa Police officers and services, directional signage, adequate cleanup, and/or damage occurred to city property and facilities due to the event.** The organizer has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance (11:00 p.m. on any Sunday through Thursday until 6:00 a.m. of the following day; and 12:01 a.m. until 6:00 a.m. on any Saturday or Sunday), City/County Public Health Regulations, and Police/Park Public Safety Requirements.

A security company may recommend the number of licensed private security personnel needed at the event. If the prescribed number of licensed security personnel is not provided, or prove inadequate, the Tulsa Police Department maintains the right to shut down any component of the event and/or to provide additional police services that will be billed directly to the Organizing Agency. The Tulsa Police Department has final authority to determine the event security requirements.