

Grand Forks Police Department Speaker/Detail/Meeting Request and Assignment

Date of Assignment: _____ Person receiving request: _____

Requesting Party/Organization: _____

Address: _____ Phone: _____

Point of Contact: _____ (H): _____ (W): _____

Subject Matter: _____

Date/Time/Location Meeting/Event: _____

Other Information: _____

Initiated by: Administrative ____ Citizen ____ Officer ____ Council Member ____

Other: _____

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**ALL REQUESTS MUST HAVE PRIOR APPROVAL. FINALIZED COPY TO BE
FORWARDED TO COMMUNITY SERVICE BUREAU FOR DOCUMENTATION.
BUREAU COMMANDER TO FILE ORIGINAL.**
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Officer Assigned: _____ On Duty/Overtime/Comp Time/Rescheduled

Approved/Disapproved Reason: _____

Supervisor: _____ IBM#: _____

Approved/Disapproved Reason: _____

Bureau Commander: _____ IBM#: _____

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Number of Attendees: _____

Assigned Officer Comments (After Event)
Problems, Suggestions, etc.

Assignment completed by: _____ Date: _____