Logo

Description automatically generated

**CRIME PREVENTION EVENT AND PRESENTATION REQUEST**

**We strongly encourage at least two weeks’ notice to ensure your request can be met. All requests are reviewed for officer and resource availability.**

**For questions and/or additional information, please contact the Crime Prevention Office at (361) 886-2765 or by email** [**pdcrimeprevention@cctexas.com**](mailto:pdcrimeprevention@cctexas.com)

|  |  |
| --- | --- |
| **GENERAL INFORMATION** | |
| **Date** | Enter date |
| **Name** | Enter First and Last Name |
| **Location** | Enter Address |
| **Start Time** | Enter Time  AM  PM |
| **End Time** | Enter Time  AM  PM |
| **Scheduled Activities** | List activities |

|  |  |
| --- | --- |
| **REQUESTOR’S INFORMATION** | |
| **Requesting Group, Agency, School, Business, etc.** | Enter text |
| **Name of Contact Person** | Enter text |
| **Cell Phone Number** | Enter text |
| **Email Address** | Enter text |

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| --- | --- | --- |
| **TYPE OF REQUEST** | | |
| **EVENT** *[CHOOSE ONE OR MORE]* | **PRESENTATION** | **TOUR OF CCPD** |
| Choose an item | Choose Presentation | Choose Day |
| Choose an item | Other: List | Choose Time |
| Choose an item |  |  |
| Other: List |

|  |  |
| --- | --- |
| **ATTENDANCE INFORMATION** | |
| **Number of people** | Enter Number |
| **Age Group of children** | Enter Age Group |
| **If divided into groups, total number of groups** | Enter Number |
| **Number of people in each group** | Enter Number |

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| **OFFICIAL USE ONLY** | | | |
| APPROVED | Supervisor: | Payroll ID: | Date: |
| Overtime Authorized:  Yes  No | | | |
| NOT APPROVED | Reason: | | |