



All requests for public appearance, station tours or other community requests require no less than 2 weeks' notice. Once the request is received, it will be processed and a member of the Hilliard Division of Police will contact you. By requesting a public appearance with the Hilliard Division of Police, you agree to allow publication of photos taken during the appearance of all participants unless you notify us in writing at the time of your request.

Organization:

Contact Person: Today's Date:

Primary Phone: Secondary Phone:

Email Address:

Address of Appearance:

City: Zip:

Type of Appearance:
Bicycle Officer, Neighborhood Picnic/Parade, Patrol Officer, Block Watch Meeting, Preschool Safety Talk, Specific Topic Speaker, Station Tour, Motorcycle Officer, Other

Reason for the Appearance (Please Be as Detailed as Possible):

Date of Appearance:

Beginning Time of the Appearance: Ending Time of the Appearance:

Number of People Expected: Age of Participants:

Signature of Person Submitting Request:

For Administrative Use Only

Bureau Lieutenant Signature: Approved Denied

Assigned to: Today's Date:

HPD Member assigned to this public appearance must make contact with the requester as soon as possible but no later than 72 hours after being assigned this detail.

HPD Member Confirming this Request:

Total Minutes on Assignment: Total # Attending:

NOTES: