



D.T. "Duck" Adams, Sheriff
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TO: COUNTY ADMINISTRATOR
FROM: D. T. "DUCK" ADAMS, SHERIFF
REF: AMENDED SECURITY AND PARKING REQUIREMENTS FOR SPECIAL EVENTS

IT IS THE POLICY OF THIS OFFICE TO REQUIRE SECURITY AT SPECIAL EVENTS IN ACCORDANCE WITH THE FOLLOWING GUIDELINES.

EVENTS WHERE ALCOHOL IS TO BE CONSUMED OR DISPENSED:

SECURITY WILL BE REQUIRED AS FOLLOWS:

0 (ZERO) OFFICERS - ANY EVENT EXPECTING UNDER 200 PERSONS
2 (TWO) OFFICERS - ANY EVENT EXPECTING 200 TO 499 PERSONS
3 (THREE) OFFICERS - ANY EVENT EXPECTING 500 TO 999 PERSONS
1 (ONE) ADDITIONAL OFFICER FOR EACH 1,000 PERSONS EXPECTED TO ATTEND
EXAMPLE: 1000 TO 1999 WOULD REQUIRE (4) FOUR OFFICERS

EVENTS WHERE NO ALCOHOL IS TO BE CONSUMED OR DISPENSED:

SECURITY WILL BE REQUIRED AS FOLLOWS:

0 (ZERO) OFFICERS - ANY EVENT EXPECTING UNDER 500 PERSONS
2 (TWO) OFFICERS - ANY EVENT EXPECTING 500 TO 1,000 PERSONS
3 (THREE) OFFICERS - ANY EVENT EXPECTING 1,000 TO 2,000 PERSONS
1 (ONE) ADDITIONAL OFFICER FOR EACH 1,000 PERSONS EXPECTED TO ATTEND
EXAMPLE: 2001 TO 3000 WOULD REQUIRE (4) FOUR OFFICERS

IF THE EVENT IS TO BE HELD AT A LOCATION THAT THE OFFICER IS NOT FAMILIAR WITH, THE OFFICER SHALL VISIT THE LOCATION PRIOR TO THE SIGNING OF THE SECURITY FORM TO ASSURE ADEQUATE PARKING IS AVAILABLE FOR THE EXPECTED NUMBER OF VEHICLES.

COMPENSATION FOR EACH SECURITY OFFICER WILL BE \$60.00 PER HOUR WITH A TWO (2) HOUR MINIMUM PAYABLE TO THE TREASURER, DINWIDDIE COUNTY.

ALL SECURITY FORMS MUST BE SIGNED BY SHERIFF ADAMS, MAJOR KNOTT, OR CAPTAIN KENNEDY.

A handwritten signature in black ink, appearing to read "D. T. Adams", is written over a horizontal line.

D. T. "DUCK" ADAMS, SHERIFF