

# Sheriff's Office Staff Request

\* All information is required. All requests must be submitted no later than 60 days before event.

## Requester Information:

Name:

Name of Organization:

Type of Organization:

Website / Social Media address:

Phone Number of Requester:

Email of Requester:

## Event Information:

Type of Event:

Estimated Attendance:

Date of Event:

Time of Event:

Length of Event:

Requested Arrival time:

Address of Event: (please advise if outdoors)

Venue Phone Number:

## Request Information:

Who are you requesting:

(note: requests will filled with most appropriate staff member available)

- Sheriff Clarence Birkhead
- Chief Deputy/ Major - Law Enforcement
- Chief Deputy/ Major - Detention Services
- Chief of Staff
- Director of Community Engagement
- Community Policing Deputy
- School Resource Officer
- K9 Deputy
- Other (please note)

Explain in detail what will be expected of personnel at the event, please include names and organizations of any other participants.

(i.e. give a speech, sit on a panel, take audience questions)

Submit all requests to [gjmarsh@durhamsheriff.org](mailto:gjmarsh@durhamsheriff.org) no later than 60 days.

You will receive a response within 5 business days of your request.