



Department of Police and Public Safety

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Recharge Service Guide

The University Police Department is committed to provide the Mason community a safe and secure environment while allowing time to service our community with special project requests.

The following activities performed by GMUPD will incur a recharge:

Security Service Detail: Request for security detail at special events are charged on an hourly basis. We require a three hour minimum per officer and a twelve hour cancellation notice to avoid a charge. The staffing selection for security detail is based on our scheduling availability and size of your event. Visit our forms page for a Special Event Form. Contract request for independent patrol by a Security Officer or Police Cadet for a selected area and or building is charged at the approved rate on a monthly basis via a journal voucher. Contact Police Corporal, Edward Gannon, egannons@gmu.edu to coordinate a security service. See the hourly rates:

Police Officer	Security Officer FT	Security Officer PT	Police Cadet	Dispatcher
\$52.00	\$25.00	\$19.25	\$17.50	\$32.00

Key & Lock Service: A charge for maintenance and or install request to the Lock Shop are applicable for non-routine work and it is automatically debited from the customers’ org. number via the schooldude work ticket system. The cost for project material and or labor are calculated in when applicable at the university approved rate of \$46.31 labor. The Key Control Office will charge a university approved labor rate of \$46.31 and material fee of \$5 for copies, lost and or replaced keys.

Non-Emergency Unlock: Requests for recreational/non-emergency unlocks of any university owned office door(s) and or building(s) for students, staff, faculty or contractors who have failed to coordinate prior with the associated department, will incur a charge of \$25.00 per unlock. This will be charged automatically to the corresponding org. number associated with the space assignment. This service can be scheduled by contacting Police Lieutenant Michael Guston, mguston@gmu.edu. Individuals are highly encouraged to coordinate with Classroom Support, Event Services or building/office managers to gain entry to a classroom, meeting room, office, telecom closet, etc. instead of resorting to a Non-Emergency Unlock service request that will incur fees.

Notice:

The amounts noted are approved by the Budget and Planning Team, Recharge Committee and are representative of existing recharge rates that are part of the internal fiscal framework for university processes according to University Policy 2112. **The new rates will be effective starting July 1, 2019**