

## Request A COP Form

**Please Read: Please submit this form at least 15 days prior to the event.** Your request cannot be processed unless this form is completed in full. All requests are subject to availability. **Once your request has been processed, you will receive a confirmation email or phone call.** Please do not assume that your request has been granted unless you receive a confirmation notice from the Grain Valley Police Department. **If you need to cancel an event, please send an email at least 2 days in advance to [gvmopd@cityofgrainvalley.org](mailto:gvmopd@cityofgrainvalley.org).** Any scheduled "Request A COP" appearance may be subject to last-minute cancellation if the scheduled officer is needed for a police matter.

**If you need any assistance completing this form, please contact the Police Department at (816)847-6250.**

Name of organization or person hosting event: \_\_\_\_\_

Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Alt. #: \_\_\_\_\_

Email: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Time of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Brief description of event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Official Use Only

Date request received: \_\_\_\_\_

Officer Assigned to event: \_\_\_\_\_ EIN: \_\_\_\_\_

Approving Supervisor: \_\_\_\_\_ EIN: \_\_\_\_\_

Date of Approval: \_\_\_\_\_ Time: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_