



Buckhannon City Police Volunteers In Police Service (VIPS) Service Request Form



The VIPS program provides numerous services to both the Buckhannon City Police Department and the City of Buckhannon, as well as various businesses and organizations within Upshur County.

If you are interested in having VIPS at your next event, please fill out the form below in its entirety and submit it to us at least two weeks prior to the date of your event.

Mail:

Buckhannon VIPS
Service Requests
24 South Florida St
Buckhannon WV 26201

E-mail:

vips@buckhannonpolice.com

Drop off:

Buckhannon PD
24 South Florida St
Buckhannon WV
Mon-Fri 7:30a - 3:30p

EVENT AND SERVICE INFORMATION

Event Name: _____	Date: _____
Event Location: _____	Start Time: _____
Contact Person: _____	End Time: _____
Contact Phone: _____	

Services Requested (check all services requested) :

- Traffic Management*
- Route Management*
- Crowd Management
- Security / Peace of mind
- Safety Frog appearance
- Presentation

Event Type (check one) :

- 5K Run / Walk**
- Block Party
- Carnival
- Worship Service
- Social Gathering
- Other _____

Topic: _____

*** NOTE: If you are requesting traffic or route management for your event, VIPS will develop an appropriate management plan for you. VIPS members have received national Traffic Incident Management System (TIMS) training and are experienced in developing the best management plan utilizing available resources while ensuring the management plan meets with local, county, and state policies. We will also notify any affected agencies of the management plan.**

**** NOTE: If your event is being held at a venue or space owned by the City of Buckhannon, you must complete a separate event request form for the city. If your event is a 5K run / walk, you must also choose a pre-approved 5K route established by the city. For more information, call city hall at (304) 472-1651.**

Yes, I have submitted the city event request form

No, I have not / Not applicable

If you have any questions, please call (304) 472-5723 or e-mail vips@buckhannonpolice.com

All services provided by VIPS are free of charge, however donations to the program for equipment and supplies are appreciated