

## Police Detail Requests

The Charlton Police Department recognizes the need for safe and efficient pedestrian and vehicular traffic flow at work sites. We also recognize that at a special event and other times, officers may be required to provide crowd control and security. In order to address these needs, the Department allows officers to work assigned paid details in addition to their scheduled tours of duty.

### HOW DO I REQUEST A POLICE DETAIL?

To request a police detail, you must telephone our **Business Line # (508) 248-2266**. The dispatcher, officer or secretary will need the following information:

- Name of person making request
- Contact telephone number of company/organization or person making request
- Company/Organization Requesting Detail
- Company/Organization to be Billed for Detail if Different
- Number of officers needed
- Detail site/location
- Detail date, start time, and end time
- Request for Police Cruiser for Detail

To facilitate requesting a police detail, you can prior to contacting our agency, download a Police Detail Request Form from our website, fill it out and fax it to the Charlton Police Department. **Fax # (508) 248-2251**.

### WHAT IS THE DETAIL RATE?

#### General Rates

Minimum Hours	Requests	Hourly Rates
<p>You will be billed a minimum of 4 hours for each detail.</p> <p>For each detail where an officer is required to be on site <b>over 4 hours</b>, a minimum of <b>8 hours</b> will be billed.</p>	<p>If you need to cancel the detail, you must do so at least <b>2 hours</b> in advance or you will be billed a minimum of <b>4 hours</b> for each detail.</p>	<p>For each officer, you will be billed @ <b>\$44</b> per hour.</p> <p>Work over 8 hrs. in one day is billed at time and one-half this rate.</p> <p>A 10% administrative fee is added to all bills.</p> <p>A 25% cruiser fee is added to all bills if a cruiser is required.</p> <p><b>Details must be paid in full within 30 days of receipt of invoice.</b></p>

# CHARLTON POLICE DETAIL REQUEST FORM

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_ Request Recv'd By: \_\_\_\_\_

Requesting Party: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name of Contractor/Company: \_\_\_\_\_

Name of Contractor/Company to be Billed: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) of Detail: \_\_\_\_\_ Time of Detail: \_\_\_\_\_

Detail Location: \_\_\_\_\_

Cruiser Requested – YES ( ) or NO ( ) / Cruiser Required By Chief or Designee – YES ( ) or NO ( )

## 2 HOUR MINIMUM NOTICE FOR CANCELLATION

Failure to give the minimum two hour cancellation notice will result in a charge equal to the four hour minimum.

HOURS	RATE	TOTAL	10% ADMIN	25% CRUISER	TOTAL
4*	\$44/Hr X 4	\$176.00	\$17.60	\$44.00***	\$237.60
8**	\$44/Hr X 8	\$352.00	\$35.20	\$88.00***	\$475.20
9	\$44/Hr X 8 + 66.00 X 1	\$418.00	\$41.80	\$104.50***	\$564.30
10	\$44/Hr X 8 + 66.00 X 2	\$484.00	\$48.40	\$121.00***	\$654.40
11	\$44/Hr X 8 + 66.00 X 3	\$550.00	\$55.00	\$137.50***	\$742.50
12	\$44/Hr X 8 + 66.00 X 4	\$616.00	\$61.60	\$154.00***	\$831.60

\_\_\_\_\_  
Signature of Requesting Party

\_\_\_\_\_  
Date

\* Denotes 4 Hour Minimum

\*\* Denotes 8 Hour Minimum

\*\*\* Denotes 25% fee assessed for all details where a cruiser is requested or required by the Chief of Police or his designee.

All requested information and signatures are to be filled out and the completed copy to be submitted to the Administrative Assistant to the Chief of Police.

All of the rates listed reflect the terms per the contractual bargaining agreement for FY-15.

Charlton Police Department Tel. # 508-248-2266 / Charlton Police Department Fax # 508-248-1039  
Charlton Police Department Adm. Asst. # 508-248-2258 Email: [magdalena.pater@townofcharlton.net](mailto:magdalenapater@townofcharlton.net)