

CHARLTON POLICE DETAIL REQUEST FORM

INTERNAL USE ONLY

Date Request Received: _____ Time of Request: _____ Request Recv'd By: _____

Cruiser Required: Yes () or No () DOT#/Job Reference# (If applicable): _____ **ADDED TO DTS**

Date: _____

Requesting Party: _____ Phone #: (_____) _____ - _____

Email Address: _____

Name of Contractor/Company on Site: _____

Name of Contractor/Company to be Billed: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone #: (_____) _____ - _____ DOT#/Job Reference# (If applicable): _____

Date(s) of Detail: _____ Start Time: _____ End Time: _____

Number of Officers: _____ Detail Location: _____

Cruiser Requested – YES () or NO () – please note, a cruiser may be required by the Chief or his/her Designee

2 HOUR MINIMUM NOTICE FOR CANCELLATION

Failure to give the minimum two hour cancellation notice will result in a charge equal to the length of the detail requested.

DETAIL RATES*:

MONDAY-FRIDAY IF ORDERED BEFORE 10:00 PM THE DAY PRIOR

7 AM – 7 PM is \$50/Hr. – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

7 PM – 7 AM is \$75/Hr. – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

MONDAY-FRIDAY IF ORDERED AFTER 10:00 PM THE DAY PRIOR (“EMERGENCY”)

7 AM – 7 PM is \$75/Hr. for the first 4 hrs. and \$50/Hr. after – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

7 PM – 7 AM is \$112.50/Hr. for the first 4 hrs. and \$75/Hr. after – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

SATURDAYS, SUNDAYS & HOLIDAYS IF ORDERED BEFORE 10:00 PM THE DAY PRIOR

7 AM – 7 PM is \$75/Hr. – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

7 PM – 7 AM is \$112.50/Hr. – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

SATURDAYS, SUNDAYS & HOLIDAYS IF ORDERED AFTER 10:00 PM THE DAY PRIOR (“EMERGENCY”)

7 AM – 7 PM is \$112.50/Hr. for the first 4 hrs. and \$75/Hr. after – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

7 PM – 7 AM is \$112.50/Hr. – minimum hour blocks of 4 hrs., 8 hrs. and 12 hrs.

***Anything over 8 hrs. will be charged at 1.5 times the hourly rate in effect at the time of the detail, not to exceed \$112.50/hr.**

***Hourly fees of 10% for administrative costs and 25% for cruiser costs will be added to all details.**

***Details will be charged for the amount of time ordered, rounded up to the next 4 hour block, regardless of how long the detail actually lasts.**

All requested information must be completed and this form be submitted to the Charlton Police Dept. via email to detailrequest@townofcharlton.net or faxed to 508-248-1039.

Charlton Police Department Tel. #508-248-2266