

# 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): \_\_\_\_\_

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. – 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.

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**\*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](mailto:detailrequest@townofcharlton.net) or faxed to 508-248-1039.**

Charlton Police Department Tel. #508-248-2266