



ACUSHNET POLICE DEPARTMENT

Chief of Police – Michael G. Alves

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www.acushnetpd.com



POLICE DETAIL PROGRAM REQUEST FORM

Instructions: Complete all applicable sections of this form. Bring the completed form to the Police Department to calculate the pre-payment amount and make payment; at which point the detail request will be filled.

Name of Requestor(s): _____

Company Name: _____

Address: _____

Phone: _____ Detail Date(s): _____ Sunday / Holiday: YES NO

Total Days: _____ Start Time: _____ End Time: _____ Total Hours: _____

Location of Detail: _____

Number of officers and work requested: _____

Is a cruiser required: YES NO Special instructions: _____

Is alcohol being served: YES NO

Calculation of pre-payment required for this detail *(To be completed by Police Department)*

_____	x	_____	+	_____	+	_____	=	_____
Number of Hours		Hourly Rate (\$50)		OIC / Cruiser / Alcohol Fee		Admin Fee (10%)		Total Pre-Payment

The Acushnet Police Detail Program terms and conditions are listed below:

- You will be billed \$50 per hour for each officer assigned.
- Any detail that goes beyond 8 hours will be charged at time and one half (\$75 per hour).
- There is a 4 hour minimum charge for all details.
- Anything over 4 hours is billed in half hour increments, which is assessed for work that lasts 5 minutes beyond the hour and half hour.
- All work over 5 hours will be billed a minimum of 8 hours.
- Details cancelled with less than one hour notice will be billed a minimum of 3 hours for each officer assigned.
- A \$5 per hour Officer in Charge (OIC) fee will be assessed for details where 3 or more officers are required.
- An additional \$5 per hour, per officer will be charge if alcohol is served.
- A \$10 per hour fee will be assessed for each cruiser requested and the Chief of Police will determine if a cruiser will be assigned.
- A 10% Town of Acushnet administrative fee is added to all bills.

I hereby request that the Town of Acushnet approve and fill my request for a Police Detail as listed above. I understand that work may not commence until the officers requested have been assigned. The foregoing represents my estimate of the required hours of work and I understand that I will be responsible for any additional costs for any hours worked beyond my estimate. I understand that a minimum fee equal to three hours will be assessed if the detail is cancelled less than one hour prior to its scheduled start. Any pre-payment refund request must be made to the Collector’s Office.

Signature of Requestor: _____ Date: _____

Signature of Collector: _____ Date: _____