

SANDWICH POLICE DEPARTMENT

DETAIL REQUEST SHEET

Request for Detail

Cancel Detail

Date of Request: _____ Time of Request: _____ Dispatcher: _____

Location of Detail: _____

Days(s) & Date(s): _____

Start Time: _____ AM / PM End Time: _____ AM / PM

Company: _____ MassDOT Job? Yes _____ No _____

Who Requested (First & Last Name): _____ Phone: _____

Billing Address: _____

City _____ State & Zip _____

Number of Officer(s): _____

Cruiser? Yes _____ No _____ If yes, How Many? _____

Work Being Done: _____

***** Notify Shift Supervisor Immediately of request & place on the Sergeants Desk**

Rate Notes:

Detail rate is \$55.00 per hour with a 10% administration Fee (\$60.50 per hour with admin fee)

Details on holidays will be billed \$82.50 per hour with a 10% administrative fee (\$90.75).

Minimum billing time is 4 hours

When detail extends past 4 hours, minimum billing time is 8 hours

If detail extends past 8 hours, the detail rate changes to over time (\$82.50 with admin fee added \$90.75) and is billed to the next hour.

Cruiser are billed at \$50.00 per every 4 hour used.