



# SANDWICH POLICE DEPARTMENT

255 Cotuit Road, Sandwich, MA 02563

Peter N. Wack, *Chief of Police*

## Police Detail Request and Billing Instructions

1. All details booked have a four (4) hour minimum for billing.
2. Any detail that extends past four (4) hours, shall be billed for a minimum of eight (8) Hours
3. Details which extend beyond the initial eight (8) hours will be paid at one and one half (1 1/2) the detail rate for the actual hours worked beyond eight (8) hours.
4. Cancellation of a detail by the requesting party with less than twenty-four (24) hour notice to the Police Department, in advance of the scheduled start time, the requesting party shall be obligated to pay a minimum four (4) hour charge.
5. The current detail rate is \$65.00 per hour with a 10% administration fee. Total billed Rate is \$65.00.
6. The current detail rate on New Year's Day, Washington's Birthday, Memorial Day, Patriot's Day, Independence Day, Martin Luther King Day, Labor Day, Columbus Day, Thanksgiving Day, Veteran's Day and Christmas Day is \$97.50 per hour with a 10% administrative fee.
7. Any detail worked by a Sandwich Officer, in a town other than Sandwich, will be billed the contracted rate in the municipality or at the Town of Sandwich rate, whichever is greater.
8. Sandwich details may be filled with officers from another town, the billing rate will be billed at the contracted rate for that municipality or at the Town of Sandwich rate, and whichever is greater.
9. Use of a cruiser at a detail may be requested by a company or if the work zone is determined a safety risk the department may require the use of a cruiser at the detail. The department has the right to cancel a request for operational needs. The cruiser rate is \$50.00 for the first 4 hours minimum and \$50.00 per each additional 4 hour period, billed in 4 hours blocks.

**Name of Requesting Party:** \_\_\_\_\_

**Billing Name if Different:** \_\_\_\_\_

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

**Contact Numbers:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_