



SANDWICH POLICE DEPARTMENT

255 Cotuit Road, Sandwich, MA 02563

Jason M. Keene, *Chief of Police*

Police Detail Request and Billing Instructions

1. All details booked have a four (4) hour minimum for billing.
2. Any details 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 the one and one half (1 ½) the detail rate for the actual hours worked beyond the eight 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% administrative fee. Total billed rate is \$71.50.
6. The current detail rate on New Year's Day, Washington's Birthday, Memorial Day, Patriots 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 at 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, whichever is greater.
9. Use of a cruiser at 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 the 4 hours blocks.

Name of Requesting Party: _____

Billing Name if Different: _____

Billing Address: _____

Contact Numbers: _____

Signature: _____

Date: _____

SANDWICH POLICE DEPARTMENT

DETAIL REQUEST SHEET

Request for Detail

Cancel Detail

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

Location of Detail: _____

Day(s) & Date(s): _____

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

Company: _____ **Mass DOT Job? Yes** _____ **No** _____ **MA DOT #** _____

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 \$65 per hour with a 10% administration Fee (\$71.50 per hour with admin fee)

Details on holidays will be billed \$97.50 per hour with a 10% administration fee (\$107.25)

Minimum billing time is 4 hours

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

Cruisers are billed at \$50 per every 4 hours.

****Private details must be paid by check or money order in advance, 4 hours (\$286), 8 hours (\$572), checks can be made out to Town of Sandwich****