

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 #** _____

Town of Sandwich project? Yes _____ **No** _____ **Department** _____

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

Billing Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Billing Email Address: _____

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 \$70 per hour with a 10% administration Fee (\$77.00 per hour with admin fee)

Details on holidays will be billed \$105.00 per hour with a 10% administration fee (\$115.50)

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 (\$308), 8 hours (\$616), checks can be made out to Town of Sandwich****