



**TOWN OF STURBRIDGE
POLICE DEPARTMENT**
Office of the Chief of Police
THOMAS J. FORD, III
346 Main Street, Sturbridge, MA 01566
Office (508) 347-2525 – Fax (508) 347-7904



STURBRIDGE POLICE DETAIL REQUEST FORM

Date of call: _____ Time of call: _____ Request rec'd By: _____

Requesting Party: _____ Phone #: (____) _____ - _____

Billing name & Address: _____

City: _____ State: _____ Zip: _____

Date of detail: _____ Location of detail: _____

Officers Requested: _____ Detail start time: _____

Cruiser Requested ☐ Cruiser Required by Sergeant _____ YES OR NO

4 HOUR MINIMUM NOTICE FOR CANCELLATION

Failure to give the minimum 4 hour notice of cancellation will result in a fee of \$186.72 equal to the 4 hour minimum detail.

Details are a minimum of 4 hours. For each additional period over the base four (4) hour period, employees will be compensated in four (4) hour blocks up to the eighth hour worked. Excess of eight hours will be paid by the hour at time and a half.

HOURS	RATE	TOTAL	10% ADMIN	10% CRUISER	TOTAL
4	\$46.68/hr x 4	\$186.72	\$18.67	\$18.67	\$224.06
5	\$46.68/hr x 8	\$373.44	\$37.34	\$37.34	\$448.12
6	\$46.68/hr x 8	\$373.44	\$37.34	\$37.34	\$448.12
7	\$46.68/hr x 8	\$373.44	\$37.34	\$37.34	\$448.12
8	\$46.68/hr x 8	\$373.44	\$37.34	\$37.34	\$448.12
8.5	\$46.68/hr x 8 & 1/hr @ 70.02	\$443.46	\$44.35	\$44.35	\$532.16
9.5	\$46.68/hr x 8 & 2/hr @ 70.02 x 2	\$513.48	\$51.35	\$51.35	\$616.18
10.5	\$46.68/hr x 8 & 3/hr @ 70.02 x 3	\$583.50	\$58.35	\$58.35	\$700.20

Requesting Parties Signature

Date

****10% fee assessed for all details where a cruiser is necessary or requested****

All information is to be filled out on the first page. Top copy is given to the secretary and the second copy is given to the Shift Supervisor. A log entry is to be made of the detail requested with all pertinent information included.

DETAILS ARE NOT TO BE FILLED WITH AUXILIARY POLICE OFFICERS

The Mission of the Sturbridge Police Department is to work in partnership with the Community to protect life and property, solve neighborhood problems, and enhance the quality of life in our town.