



GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, MA 01450



Michael F. Luth
Chief of Police

Tel: (978) 448-5555
Fax: (978) 448-5603

DETAIL BILLING POLICIES

- ❖ The Payment Authorization section of the form must be completed, *to include a billing approval signature and date, **before*** a detail officer can be assigned to the detail.
- ❖ Your prompt payment is expected within **10 days** from the invoice date. “Keep the Peace” details must be paid in full in advance.
- ❖ The Private Detail rate is \$61.00 per hour. An administration fee is added to the invoice.
- ❖ The fee for use of a police cruiser for details is \$25 for 4 hours and \$50 for 8 hours. If a cruiser is deemed necessary by the department due to traffic safety, this will be checked off and the company will be billed for use of a police cruiser.
- ❖ Minimum detail (4) hours will be billed. Details are billed in four (4) hour increments up to eight (8) hours. A rate of time and one-half (1½) is billed after eight (8) hours in two-hour increments. Details on holidays will be billed at time and one-half (1½) private detail rate. Road Construction/Utility work details that occur during the hours of 1900-0700 hrs. will be paid at the rate of time and one-half (1½) of the non-holiday Private Detail Rate. Officers ordered in to work a detail, or an Emergency detail* or details expected to have more than 1,000 people shall be paid at a rate of time and one-half (1½). *An Emergency Detail shall be defined as a detail request with *less than* a four-hour notice.
- ❖ Making copies of this detail request form for future use is acceptable provided there is a billing approval signature and date.
- ❖ The detail officer will complete his/her start and end time. A site representative is required to sign the officer's completed form.
- ❖ You may fax the **completed** Detail Request form to (978) 448-5603 or email Details@grotonma.gov (a photo of the completed detail request form may be emailed)

DETAIL CANCELLATION POLICIES

- A cancellation notice of **two (2) hours prior** to the detail **START** time is required.
- Failure to cancel a detail request with the Groton Police Department, two (2) hours prior to the start of the detail, shall generate a **Cancellation Fee** invoiced at the amount equal to a minimum of **four (4) hours**.



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DETAIL REQUEST AND PAYMENT AUTHORIZATION FORM

| | | | |
|-------------------------------------|------------------------------|-----------------------------|-----------|
| Name of Requestor: | Phone: | | |
| Name of Company: (Subcontractor) | Phone: | | |
| Number of Officers Needed: | | | |
| Police Cruiser Needed: | <input type="checkbox"/> Yes | <input type="checkbox"/> No | # Needed: |
| Date/Time Detail Needed: | Date: | Start: | End: |
| Location of Detail: | | | |

PAYMENT AUTHORIZATION INFORMATION

| | |
|---|--------------------------------|
| Billing Address: | <u>BILLING APPROVAL</u> |
| | Billing Contact: |
| | Phone: |
| | Date of Approval: |
| Fax completed form to: (978) 448-5603 or email to details@grotonma.gov | Approval Signature: |