

TOWN OF ROCHESTER
POLICE PRIVATE DETAIL PROGRAM
REQUEST FORM

Instructions: Complete all applicable sections of this form by printing or typing required information. Bring the completed form, along with the required pre-payment, to the Police Department at 29 Dexter Lane in Rochester, 24 hours a day, 7 days a week. Upon acceptance and approval, the Police Department will issue written authorization to permit the detail request to be filled.

Name of Requestor(s) _____

Company _____ Position _____

Address _____

Tel. Number _____ Detail Date(s) _____ Sunday or Holiday? _____

Total Days ____ Time Frame(s) _____ Total Hours _____ Hourly Rate _____

Location of Detail _____

Number of officers and work requested _____

Is a cruiser required? _____ Special instructions _____

Calculation of Pre-Payment Required for this Detail (see instructions and rates on reverse):

_____ x _____ + 10% Admin. Fee + _____ = _____
Number Hours x Hourly Rate + 10% Admin. Fee + Cruiser Fee = Total Pre-Payment

I hereby request that the Town of Rochester approve and fill my request for a Police Private Detail as listed above. I understand that work may not commence until the officers requested have been assigned. The foregoing represents my estimate of the required hours of work and I understand that officers may not work any additional hours and any incomplete work may not be finalized until a subsequent request is filed. I understand that a minimum fee equal to four hours will be assessed if the detail is cancelled less than eight hours prior to its scheduled start. Any pre-payment refund request must be submitted on a "Police Private Detail Refund Request" form.

Signature of Requestor _____ Date _____