

# ALTON POLICE DEPARTMENT

## PRIVATE DETAIL REQUEST

Requesting Organization: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_

Type of Function: \_\_\_\_\_

Location: \_\_\_\_\_ Alton, NH

Date: \_\_\_\_\_ to \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Indicate Type of Detail Requesting:

Traffic Control  Crowd Control/Public Peace  Personal/Property Protection  Other: \_\_\_\_\_

Number of Officers requested:  Is a Police Cruiser requested for this detail? Yes  No

My signature below acknowledges that I have read the terms and understand the conditions pertaining to the contractual agreement in hiring a police officer(s) for the purposes of performing police duties, as a private detail officer. I also fully understand and agree to pay the administrative fees and billing costs, which consist of the terms listed below:

- ~ detail rate is \$48.00 per hour [with a minimum of 4 Hours]
- + cruiser rate of \$16.00 per hour (unless otherwise waived)
- ~ a 34.03% Administrative Fee is applied to the total charges accrued
- ~ a 12 hour cancellation notification is required; otherwise a 4-hour minimum will apply

I further acknowledge and agree to settle my account, in full, within thirty (30) calendar days from the invoice date assigned to my billing.

Signature of Requesting Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Important Note: The Alton Police Dept cannot guarantee the availability of our Dept Officer(s); therefore, we may need to request the assistance of surrounding town Law Enforcement Agencies with whom we hold a Mutual Aid Agreement. Please be aware that this Department invoices for our Officer's hours only, and we cannot guarantee or control the detail rates of outside agencies.

\_\_\_\_\_  
[Administrative Use Only]

Application has been:  Approved  Not Approved  Waived (per Highway Reg §10.12/10.13)

Scheduling Officer Sign: \_\_\_\_\_ Date: \_\_\_\_\_ Organization contacted on Application status \_\_\_\_\_

Detail Schedule Hours: