



**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  
www.sturbridgepd.org



**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: \_\_\_\_\_ End 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 \$192.84, 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	\$48.21/hr x 4	\$192.84	\$19.28	\$19.28	\$231.40
5	\$48.21/hr x 8	\$385.68	\$38.57	\$38.57	\$462.82
6	\$48.21/hr x 8	\$385.68	\$38.57	\$38.57	\$462.82
7	\$48.21/hr x 8	\$385.68	\$38.57	\$38.57	\$462.82
8	\$48.21/hr x 8	\$385.68	\$38.57	\$38.57	\$462.82
8.5	\$48.21/hr x 8 & 1/hr @ 72.32	\$458.00	\$45.80	\$45.80	\$549.60
9.5	\$48.21/hr x 8 & 2/hr @ 72.32x 2	\$530.32	\$53.03	\$53.03	\$636.38
10.5	\$48.21/hr x 8 & 3/hr @ 72.32x 3	\$602.64	\$60.26	\$60.26	\$723.16

\_\_\_\_\_  
Requesting Parties Signature

\_\_\_\_\_  
Date

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

**Supervisor Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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.*