



**TOWN OF WESTERLY • POLICE DEPARTMENT**  
60 Airport Road, Westerly, Rhode Island 02891 • 401-596-2022 FAX 401-596-7501

## **POLICE DETAIL HIRING PROTOCOL**

The purpose of this notice is to provide a uniform protocol and general information for the hiring of Police Officers for private detail work.

All requests for private detail officers **MUST** be made via a fax to the Westerly Police Department. The fax should be on company letterhead. The fax must contain the following information:

- The name of the company and a point of contact who will be available on a consistent basis. Telephone number(s) for the point of contact, including office and cellular telephone(s).
- Billing information is to include the name, address, and telephone numbers (office, cellular, and fax) for the person(s) or corporation(s) responsible for the bill. Also include a public bid number if applicable.
- The number of Police Officers needed. Indicate whether or not marked Police Cars are needed. (NOTE: For safety reasons i.e. poor weather, lighting conditions, traffic volume, etc., marked Police cars might become a mandated item.)
- Specific start and finish times for the job, as well as the location(s).

**\*THIS FORM MUST BE COMPLETED IN ITS ENTIRETY**

We realize that there are certain circumstances that are beyond anyone's control. We do ask that any request for Police Officers are made at least 48 hours prior to the date and time that the officer(s) are needed. Last minute requests and requests made on the day of the job are very difficult to fill and are not guaranteed.

For information regarding the cost of hiring a Police Officer, please see the attached pricing list. Note: The rate for hiring an officer with a marked Police car differs from hiring an officer without a vehicle.

First time vendors, may be required to set up a payment account, and vendors with prior payment issues may be denied a detail request or prevented from working.



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### ***WESTERLY POLICE PRIVATE DETAIL REQUEST***

#### **COMPANY AND BILLING INFORMATION**

Name of Company: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

POC Telephone - Office: \_\_\_\_\_ Mobile: \_\_\_\_\_

Responsible Person/Corporation (Billing): \_\_\_\_\_

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

Billing Telephone - Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purchase Order Number (if applicable): \_\_\_\_\_

#### **JOB SPECIFIC INFORMATION**

Date of Job: \_\_\_\_\_

Start Time: \_\_\_\_\_ AM / PM - End Time: \_\_\_\_\_ AM / PM

Number of Officer Needed: \_\_\_\_\_ Number of Marked Police Cars Needed: \_\_\_\_\_

Specific Location of Job: \_\_\_\_\_

Public Bid Number (if applicable): \_\_\_\_\_

Brief Description of Job: (i.e. Traffic Control, Crowd Control, etc.) : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you hired a Westerly Police Officer in the past? Yes / No

Additional Information you feel we may need: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Requestor: \_\_\_\_\_



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**PRIVATE DUTY DETAIL RATES**

The billing rate for private duty detail is as follows:

\$45.00/hour + \$4.00/hour (administrative fee) = \$49.00/hour (detail rate)

	<b># of Hours</b>	<b>Rate</b>	<b>Admin. Fee</b>	<b>Total Cost</b>
1 Officer	4 Hours	\$180.00	\$ 16.00	\$196.00
1 Officer	8 Hours	\$360.00	\$ 32.00	\$392.00

The rate for private duty details in excess of eight (8) hours on Saturday, Sunday, and holidays shall be one and one-half (1-1/2) above the specified rates. Officers working any detail shall be paid a minimum of four (4) hours.

Should your job require the use of a Westerly Police Department vehicle, the cost will be \$20.00 per hour, in addition to the cost of the officer.

Should you have any questions regarding billing rates, please call the Westerly Police Department at (401) 596-2022.

**IMPORTANT CANCELLATION INFORMATION**

**Cancellations must be made by telephone only, prior to two (2) hours before the start of the detail. Cancellations made within two hours of the start of a detail will be subject to the standard minimum billing of four (4) hours.**