

Gilford Police Department

Chief of Police
Anthony J. Bean Burpee



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SPECIAL DETAIL REQUEST

ALL BELOW INFORMATION IS TO BE COMPLETED FOR PERSONS AND/OR BUSINESSES REQUESTING OUTSIDE DETAILS.

<u>REQUESTING ORGANIZATION</u>	
<u>BILLING ADDRESS</u>	
<u>PHYSICAL ADDRESS</u>	
<u>REQUESTING PERSON & TELEPHONE NUMBER</u>	
<u>LOCATION OF EVENT</u>	
<u>TYPE OF EVENT</u>	
<u>DATE TO BE HELD</u>	<u>HOURS (WHEN TO WHEN)</u>
<u>EXPECTED # OF PEOPLE ATTENDING</u>	<u># OF OFFICERS REQUESTED</u>
<u>IS CRUISER REQUESTED / ASSIGNED</u>	
<u>SPECIALIZED EQUIPMENT / SUPPLIES (FLARES, TRAFFIC BARRICADES, ETC.)</u>	
<u>REQUEST TAKEN BY</u>	<u>DATE / TIME</u>
<u>POSTED BY (SCHEDULING OFFICER)</u>	

*** HAVE APPLICANT READ AND SIGN BACK OF SHEET ***

THE POLICE DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADVANCED PAYMENT FOR SPECIAL DUTY REQUESTS. YOU WILL BE CONTACTED PRIOR TO THE REQUESTED DETAIL IF ADVANCED PAYMENT IS NECESSARY SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

OFFICER ONLY DETAIL RATES OF PAY ARE AS FOLLOWS:

- **DETAIL RATE:** \$65.00 PER HOUR.
- **CRUISER NEEDED FOR DETAIL:** \$10.00 PER HOUR ADDITIONAL.

ALL DETAILS ARE FOR A MINIMUM OF FOUR HOURS, AND REQUIRE A 24-HOUR CANCELLATION NOTICE IN ORDER TO AVOID BEING BILLED.

THE CHIEF OF POLICE RESERVES DISCRETION IN DETERMINING WHETHER ADDITIONAL OFFICERS ARE REQUIRED FOR PARTICULAR DETAILS (E.G., TYPE OF EVENT, NUMBER OF PROJECTED ATTENDEES, ETC.)

THE CHIEF OF POLICE ALSO RESERVES DISCRETION IN DETERMINING WHETHER MARKED POLICE CRUISERS ARE REQUIRED DURING SPECIFIC TRAFFIC DETAILS (E.G., CONSTRUCTION SITE TRAFFIC CONTROL FOR HAZARDOUS AND/OR BUSY LOCATIONS, THE MOVING OF BUILDINGS AND/OR EQUIPMENT OVER ROADS, SECURITY DETAILS, ETC.).

APPLICANT:

I HAVE READ AND AGREE TO ABIDE BY THE ABOVE SET CONDITIONS AND REQUIREMENTS.

DATE: _____

PRINTED NAME: _____

ADDRESS: _____

SIGNATURE: _____