

**WESTWOOD POLICE DEPARTMENT
DETAIL REQUEST FORM
FAX NUMBER: 781-326-1086
WEBSITE: www.westwoodpd.org**

Company Name: _____
(Print Name)

Company Representative: _____ Phone _____
(Print Name)

Billing Address: _____
(Print Street Address)

(Print City) (Print State) Zip Code

Date of Detail: _____

Detail Location: _____

Time of Detail: _____ Total Hours: _____
Start Finish

Cruiser Required: _____ Total Hours: _____
YES NO

Special Instructions: _____

Utility/Road work performed for an "outside detail" will be at a minimum of four (4) hours. For each outside detail that is in excess of four (4) hours duration, the minimum pay shall be eight (8) hours. In addition, an administrative fee of 10% will also be charged.

For any town detail not involving roadwork, such as Westwood Public Schools, churches, and any other non-profit organization, the minimum detail pay shall be three (3) hours, with one (1) hour increments thereafter.

Additionally, for any detail where a police cruiser is required, there will be an additional charge of ten dollars per hour (\$10.00) with a four (4) hour minimum, with one (1) hour increments thereafter.

Signature of Company Representative

ALL INFORMATION MUST BE FILLED IN BEFORE YOU WILL BE PAID FOR THE DETAIL. ALL SLIPS MUST BE SIGNED BY A REPRESENTATIVE OF THE COMPANY.