Reference # _____

HUDSON POLICE DEPARTMENT

Outside Private Detail Request

Definition: A "private detail" (or outside department detail) is any assignment of an officer, which is consumer paid or outside department charged. All private details are charged per hour as follows:

Detail Rate	$ 40.00
Cruiser Request	$ 15.00

There is a four (4) hour minimum charge per detail request per officer (unless detail is shared).

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To be filled out with initial request:

Request taken by: _____

Name of person requesting detail: _____

Telephone number (requesting party) (____)_____

Date of initial request: _____

Name of Company or person to be charged: _____

Address for billing: _____

_____

_____

Telephone number (billing party) (____)_____

Purpose of detail: _____ Alcohol: o YES o NO

Date(s) of detail: _____ Time: _____ to _____

Date(s) of detail: _____ Time: _____ to _____

Date(s) of detail: _____ Time: _____ to _____

Number of officer's needed: _____ Cruiser: o YES o NO

Officer reports to: _____

Detail location: _____

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To be filled out after detail has been completed:

Date(s) worked: _____ Vendor #: _____

Total hours worked: _____

Minimum hours: o YES o NO Is this a split detail: o YES o NO

Total hours to be billed: _____ Total cruiser hours: _____

_____ _____

Reviewed by Signature Police Payroll