

NORTHBOROUGH POLICE DEPARTMENT

211 MAIN ST, NORTHBOROUGH MA 01532 PHONE: 508.393.1515 WWW.NORTHBOROUGHPD.COM BRIAN T. GRIFFIN, CHIEF OF POLICE



DETAIL REQUEST FORM

VENDOR: _____ DATE / TIME OF REQUEST: _____

REQUESTING PARTY: _____ PHONE #: _____

BILLING ADDRESS: _____

EMAIL ADDRESS: _____

DATE(S) OF DETAIL: _____ TIME: _____ **4HR or 8HR**

OFFICERS: _____ CRUISER? Y / N LOCATION: _____

FOR REQUESTS RECEIVED OUTSIDE BUSINESS HOURS:

SGT/OIC TO FILL DETAIL: _____ DATE/TIME FILLED: _____

OFFICER ACCEPTING: _____

NO ACTION TAKEN - REQUEST FORWARDED TO KAREN TO POST / FILL: ☐

DETAILS ARE ORDERED AS A 4-HOUR DETAIL OR AN 8-HOUR DETAIL. PAYMENTS SHALL BE PAID IN-FULL FOR THE LENGTH OF THE DETAIL AS ORDERED, EVEN IF THE WORK PERFORMED IS LESS THAN THE SCHEDULED TIME. IF THE DETAIL EXTENDS BEYOND 8 HOURS, OFFICERS SHALL BE COMPENSATED ON AN HOUR-BY-HOUR BASIS AT THE CURRENT OVERTIME RATE.

THERE IS A 4-HOUR ADVANCE NOTICE MINIMUM FOR CANCELLATIONS