

# PROVIDENCE POLICE DEPARTMENT POLICE DETAIL AGREEMENT

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**(1). Request for detail services (description):**

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**(2). Requested Number of officers and hours:**

a)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
b)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
c)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
d)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
e)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
f)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
g)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
h)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
i)	_____	_____	_____	_____	_____
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS

**(2). Cont.**

- (a). *Four (4) hours minimum per officer.*
- (b). *Any time worked in any part of one-half (1/2) hour from the start of the detail shall be considered one (1) full half (1/2) hour.*
- (c). *Double time shall be charged for: Thanksgiving Day Eve, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Holy Saturday, Easter Sunday.*
- (d). *If an arrest is made during a detail and is related to said detail, time for processing said arrest shall be included in the billing for the detail.*
- (e). *If details are to be requested on a regular basis, write "VARIOUS" where applicable.*

**(3). Cancellation:** *To avoid billing, cancellation must be received by the Detail Office, at (401)243-6158, twelve (12) business hours prior to commencement of requested detail. The detail office is open from 7:00 AM to 3:00 PM, Monday through Friday (excepting Holidays). If cancellation is not received, a four (4) hour minimum for each of the requested detail officers shall be billed and owed from the company, agency, or individual, which requested the detail.*

**(4). Disputes:** *To avoid billing with respect to disputes, a phone call must be received by the Detail Office, at (401) 243-6158, within one (1) business day of the dispute with a written letter sent within seven (7) business days of the dispute outlining same.*

**(5). Payment:** *Payment shall be made to the City Controller's Office, Providence City Hall, 25 Dorrance Street, Providence, RI 02903, (401) 278-2049, within thirty (30) days of invoice date. Payment by company checks, money orders and certified bank checks only. Prepayment is required for all new accounts*

*Interest at eighteen (18 %) percent per annum shall accrue after thirty (30) days. The cost of collection, if necessary, together with reasonable attorney's fees, shall be the responsibility of the company requesting the detail and failing to make payment when due. Personal checks are not acceptable and cash payments are not permitted.*

**(6). Bank Reference:**

Bank Name: \_\_\_\_\_ Type of Account: \_\_\_\_\_ Account Number: \_\_\_\_\_

**(7). Credit Card Reference (attach copy):**

Credit Card Type: \_\_\_\_\_ Account Number: \_\_\_\_\_

**(8). Complete Billing Address:**

*Company or Agency Name (if applicable):* \_\_\_\_\_

*Owner's Name or Individual (if not a company, copy of license):* \_\_\_\_\_  
*Federal Tax ID #* \_\_\_\_\_

*Company Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Billing Address (if different from above):* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Contact Person:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

*Fax Number:* \_\_\_\_\_

I, \_\_\_\_\_, an authorized representative of  
\_\_\_\_\_, hereby request police detail(s) as described  
herein and agree to the terms hereof on behalf of \_\_\_\_\_.

\_\_\_\_\_  
*Sign Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name*

*Accepted:*  
\_\_\_\_\_  
*Sergeant Michael Martinous. Police Detail Office*  
*Providence Police Department*

\_\_\_\_\_  
*Date*

**EXHIBIT A**

**NEW BILLING RATES FOR POLICE DETAIL INVOICES DATED 7/1/2013:**

<b><u>Officers</u></b>		<b><u>Plain Clothes Detectives</u></b>		<b><u>Mounted Horseperson</u></b>	
Patrol officer	57.01	Patrol Officer	63.61	Flat Rate	61.96
Sergeant	65.11	Sergeant	72.68		
Lieutenant	70.89	Lieutenant	79.16		
Captain	76.16	Captain	85.06		
Major	97.36	Major	100.20		

If a police car is also needed then an additional \$15.00 per hour per vehicle is added to the bill.

If a police boat is also needed then an additional \$75.00 per hour for boats 27 feet long and \$45.00 per hour for boats 15 feet long and 19 feet long.

These rates may change without notice, at the time of your request please verify billing rates.

**Please initial this exhibit and return it along with pages 1 through 3 of the attached agreement.**

Revised 6/25/13