

**Town of Andover**  
**Police Department - Andover, Massachusetts**  
**Request for Detail Officers**

**Billing Information:**

Company Name: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
Person Requesting: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**Detail Information:**

Date of Request: \_\_\_\_\_ Number Officers: \_\_\_\_\_  
Location of Detail: \_\_\_\_\_  
Date of Detail: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
Starting Time: \_\_\_\_\_  
Approximate Length of Detail: \_\_\_\_\_

Cruiser Required: Yes  No  If Yes, Supervisor's Initials: \_\_\_\_\_

**Detail Guidelines and Requirements:**

- Detail rate of **\$50.00 per hour** applies to all officers working details.
- All details worked from 5PM through 7AM Monday through Friday and details worked on Saturday or Sunday will be charged at time and one half the detail rate (\$75.00 per hour)
- Officers receive a minimum of four hours pay.
- If a detail goes beyond four hours but less than eight hours, the detail officer will receive eight hours pay.
- Officers receive eight hours pay for a detail that starts in the A.M. and continues beyond 12:00 PM.
- Officers receive time and one half the detail rate for time past eight hours. (\$75.00 per hour)
- Officer-In-Charge rate applies when there are four or more officers assigned to a detail (i.e., the total detail includes a minimum of four (4) officers). One officer is designated as Officer-In-Charge; the officer shall be paid the time and one half detail rate. (\$75.00 per hour)
- Officers working a detail on departmental holidays shall receive two and one half times the detail rate. (\$125.00 per hour).
- Officers working a detail on departmental holidays after 5PM, as well as after 6:00PM on December 24 and December 31 shall receive two and one half times the detail rate. (\$187.50 per hour)
- Officers assigned to a detail will receive a minimum of 4 hours pay if a detail is cancelled with less than a one hour notice at the expense of the vendor.
- A **10% Administrative fee** will be charged on all details, except for Town requested details.
- A \$10.00 per hour fee will be charged on all details requiring a cruiser to be present, except for Town requested details.

**Hazardous Duty:** Is defined as any strike, picketing, protesting, demonstration, march or related activity that is marked by danger or is perilous in nature. The final decision of Hazardous Duty will be determined by the Chief or his designee. When a detail officer is needed, at the expense of an employer other than the Town of Andover, the officer shall be paid at a rate of twice (2x) the detail rate. (\$100.00 per hour) If Hazardous Duty rate goes over eight (8) hours, the officer shall be paid time and one half the Hazardous Duty rate. \$150.00 per hour

Paid details shall be paid in accordance with General Laws, Chapter 44, Section 53C (St.1970,c.344).

Signature of Person Requesting: \_\_\_\_\_

Signature of Supervisor Taking Request: \_\_\_\_\_