ROCHESTER POLICE DEPARTMENT
23 WAKEFIELD STREET
ROCHESTER NH 03867
PHONE: 603-330-7134 FAX: 603-330-7162
For Cancellations call 603-330-7127

OUTSIDE DETAIL REQUISITION REQUEST

EVENT TYPE:	
EVENT DATE:	
EVENT TIME: (START)	**(END)**
LOCATION:	

NOTE: Advance notice of details is preferable. Outside details are posted on a first come, first serve basis and are billed at four (4) hour minimums. The Chief of Police or his designee will determine the number of officers needed to sufficiently and safely perform the detail. There is a 32.67% administrative fee charged by the City on each bill and if a cruiser is needed an additional $20.00 per hour will be added to your bill. To cancel a detail, four hours notice is required. Failure to cancel will generate a bill for the minimum hours. **To cancel a detail, call the accounting office between 8am and 4pm Monday – Friday at the above number and if after hours you can call dispatch at 603- 330-7127 and request to speak with a Shift Supervisor, referencing a detail cancellation.**

DETAIL REQUESTED BY: _____ _____
(NAME OF INDIVIDUAL) (COMPANY/ORGANIZATION NAME)

BILLING INFORMATION: _____ _____
(ADDRESS) (COMPANY WORK ORDER NUMBER)

ADDRESS INFORMATION: _____ _____
(CITY, STATE, ZIP CODE) (TELEPHONE NUMBER)

E-MAIL ADDRESS _____

PLEASE LIST HERE ANY SPECIAL INSTRUCTINS FOR DETAIL OFFICERS. This may include special information about the location of the detail, specific information for the objective of the detail (i.e., patrolling perimeter, crowd control, traffic assistance, civil standby, etc.).

On behalf of the above referenced company, organization or individual, my signature indicates that I understand payment for the above services shall be made within thirty (30) days of the services rendered. A faxed copy of this form will be accepted with the same authority as the original.

_____ _____
(Authorized Representative Signature) (Date)

NUMBER OF OFFICERS NEEDED FOR DETAIL: _____
BUREAU COMMANDER SIGNATURE: _____ DATE: _____