



CITY OF PROVIDENCE

POLICE DETAIL AGREEMENT

(1). Terms & Conditions

- (a). Minimum request of four (4) hours per officer.
- (b). All details must be scheduled seventy two (72) hours in advance to ensure sufficient scheduling time.
- (c). 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.
- (d). 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, and Easter Sunday.
- (e). 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.
- (f). To avoid billing with respect to disputes, a phone call must be received by the Detail Office, at (401) 243-6160, within one (1) business day of the dispute with a written letter sent within seven (7) business days of the dispute outlining same.

(2). Cancellation:

Cancellation must be received by the Detail Office, at (401)243-6405, **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 officer shall be billed and owed by the company, agency, or individual, which requested the detail.

(3). Payment:

Payment shall be made to the City Controller's Office, Providence School Department, 797 Westminster St. 2ND Floor, Providence, RI 02903, (401) 456-9100 ext 11534, 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. Personal checks are not acceptable and cash payments are not permitted.

Interest at twelve (12%) 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 entity requesting the detail and failing to make payment when due.

(4). 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: _____

Email Address: _____

Billing Address (if different from above): _____

Contact Person: _____

Additional Contact: _____

Phone Number(s): _____

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

Date

Providence Police Department

EXHIBIT A

Request for detail services (description):

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

EXHIBIT B

NEW BILLING RATES FOR POLICE DETAIL INVOICES DATED 7/1/17:

<u>Officers</u>		<u>Plain Clothes Detectives</u>		<u>Mounted Horseperson</u>	
Patrol officer	63.30	Patrol Officer	70.66	Flat Rate	68.82
Sergeant	72.32	Sergeant	80.76		
Lieutenant	78.77	Lieutenant	87.98		
Captain	84.65	Captain	94.56		

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.

CREDIT CARD BILLING RATES

<u>Officers</u>		<u>Plain Clothes Detectives</u>		<u>Mounted Horseperson</u>	
Patrol officer	63.60	Patrol Officer	70.96	Flat Rate	69.12
Sergeant	72.62	Sergeant	79.07		
Lieutenant	79.07	Lieutenant	88.28		
Captain	84.95	Captain	92.46		

DOUBLE TIME BILLING RATES

<u>Officers</u>		<u>Plain Clothes Detectives</u>		<u>Mounted Horseperson</u>	
Patrol officer	126.60	Patrol Officer	141.32	Flat Rate	137.64
Sergeant	144.64	Sergeant	161.52		
Lieutenant	157.54	Lieutenant	175.96		
Captain	169.30	Captain	189.12		

DOUBLE TIME DAYS

Thanksgiving Eve	New Year's Eve
Thanksgiving Day	New Year's Day
Christmas Eve	Holy Saturday
Christmas Day	Easter Sunday

Please initial this exhibit & return pages 2-4 to accept rates and terms as stated above: