



# 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) 243-6405, 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, (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. 2<sup>ND</sup> 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 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 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):**

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**Requested Number of officers and hours:**

a)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
b)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
c)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
d)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
e)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
f)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
g)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS
h)	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	DATE	FROM	TO	NO. OF OFFICERS	TOTAL HOURS

**EXHIBIT B**

**NEW BILLING RATES FOR POLICE DETAIL INVOICES DATED 7/1/18:**

<b><u>Officers</u></b>		<b><u>Plain Clothes Detectives</u></b>		<b><u>Mounted Horseperson</u></b>	
Patrol officer	64.53	Patrol Officer	72.03	Flat Rate	70.15
Sergeant	73.73	Sergeant	82.34		
Lieutenant	80.31	Lieutenant	89.70		
Captain	86.30	Captain	96.41		

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**

<b><u>Officers</u></b>		<b><u>Plain Clothes Detectives</u></b>		<b><u>Mounted Horseperson</u></b>	
Patrol officer	64.83	Patrol Officer	72.33	Flat Rate	70.45
Sergeant	74.03	Sergeant	82.64		
Lieutenant	80.61	Lieutenant	90.00		
Captain	86.60	Captain	96.71		

**DOUBLE TIME BILLING RATES**

<b><u>Officers</u></b>		<b><u>Plain Clothes Detectives</u></b>		<b><u>Mounted Horseperson</u></b>	
Patrol officer	129.06	Patrol Officer	144.06	Flat Rate	140.30
Sergeant	147.46	Sergeant	164.68		
Lieutenant	160.62	Lieutenant	179.40		
Captain	172.60	Captain	192.82		

**DOUBLE TIME DAYS**

<b>Thanksgiving Eve</b>	<b>New Year's Eve</b>
<b>Thanksgiving Day</b>	<b>New Year's Day</b>
<b>Christmas Eve</b>	<b>Holy Saturday</b>
<b>Christmas Day</b>	<b>Easter Sunday</b>

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