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# BEDFORD POLICE DEPARTMENT DETAIL REQUEST FORM

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Company Requesting Detail: \_\_\_\_\_

Purpose of Detail: \_\_\_\_\_

*[Provide brief description of detail purpose – E.g. "Excavation of underground water line in street"]*



Employee Requesting Detail: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Phone (If Different): \_\_\_\_\_

Work Order # \_\_\_\_\_

Date(s) of Detail: \_\_\_\_\_

Time of Detail: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Total: \_\_\_\_\_

Number of Officer(s) Required: \_\_\_\_\_

Cruiser required: Yes  No

Town of Bedford Detail Request: Yes  No

Work Site Contact: \_\_\_\_\_ (If Necessary)

Job Site Contact Phone: \_\_\_\_\_ (If Necessary)

Special instructions: \_\_\_\_\_

Detail Rate: \$57/Hour Non-Town Detail Minimum: 4-Hours Minimum

Town of Bedford Minimum: 3-Hours Minimum

Cruiser Rate: \$10/Hour

Cancellation Information: Members shall be paid a minimum of 2-hours for any detail cancelled with less than 2-hour's notice or 1-hour notice if weather related.

General Instructions: Detail requests received with less than 24-hours advance notice may not be filled by the Department.

**TO ENSURE YOUR DETAIL REQUEST IS PROCESSED IN TIME PLEASE TELEPHONE BEDFORD POLICE COMMUNICATIONS AT 603-472-5113.**

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*[Space Below for Bedford Police Processing]*

Request Processed by: \_\_\_\_\_

Date/Time Received: \_\_\_\_\_