



GROTON POLICE DEPARTMENT

99 Pleasant Street
Groton, Massachusetts 01450



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Chief of Police

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DETAIL BILLING POLICIES

- ✚ The Payment Authorization section of the form must be completed **before** a detail officer can be assigned to the detail. Your prompt payment is expected within **10 days** from the invoice date.
- ✚ Detail rates vary depending on the rate of pay per officer: Patrolmen \$41.00 per hour and Sergeants \$45.00 per hour. An administration fee is included in the invoice.
- ✚ Details are billed in 2-Hour increments after the required minimum of 4 hours. A time and one-half rate is billed after eight (8) hours in one-hour increments.
- ✚ Making copies of this detail request form for future use is acceptable providing there is a billing approval signature and date.
- ✚ The detail officer will complete his/her start and end time.

DETAIL CANCELLATION POLICIES

- A cancellation notice of **two (2) hours prior** to the detail **start** time is required.
- Failure to cancel a detail request with the Groton Police Department, two (2) hours prior to the start of the detail, shall generate a ***Cancellation Fee*** invoiced at the amount equal to a minimum of **four (4) hours**.