



# GILFORD POLICE DEPARTMENT

Kristian J. Kelley  
Chief of Police

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## SPECIAL DETAIL REQUEST

ALL BELOW INFORMATION MUST BE COMPLETED BY PERSONS OR BUSINESSES  
REQUESTING OUTSIDE DETAILS.

<u>REQUESTING ORGANIZATION</u>	
<u>BILLING ADDRESS</u>	
<u>PHYSICAL ADDRESS</u>	
<u>REQUESTING PERSON &amp; TELEPHONE NUMBER</u>	
<u>LOCATION OF EVENT</u>	
<u>TYPE OF EVENT</u>	
<u>DATE TO BE HELD</u>	<u>HOURS (WHEN TO WHEN)</u>
<u>EXPECTED # OF PEOPLE ATTENDING</u>	<u># OF OFFICERS REQUESTED</u>
<u>IS CRUISER REQUESTED / ASSIGNED</u>	
<u>SPECIALIZED EQUIPMENT / SUPPLIES (FLARES, TRAFFIC BARRICADES, ETC.)</u>	
<u>REQUEST TAKEN BY</u>	<u>DATE / TIME</u>
<u>POSTED BY (SCHEDULING OFFICER)</u>	

\*\*\* HAVE APPLICANT READ AND SIGN BACK OF SHEET \*\*\*

*THE POLICE DEPARTMENT RESERVES THE RIGHT TO REQUIRE ADVANCE PAYMENT FOR SPECIAL DUTY REQUESTS. YOU WILL BE CONTACTED PRIOR TO THE REQUESTED DETAIL IF ADVANCE PAYMENT IS NECESSARY SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.*

DETAIL RATES OF PAY ARE AS FOLLOWS:

- **OFFICER DETAIL RATE** \$75.00/HOUR
- **GOVT/GILFORD SCHOOLS/NON-PROFIT** \$60.00/HOUR
- **OFFICER-IN-CHARGE HOURLY FEE** \$85.00/HOUR
- **ADD \$10HR SURCHARGE PER OFFICER IF ALCOHOL IS SOLD AT VENUE**
- **CRUISER NEEDED FOR DETAIL:** \$25.00/HOUR ADDITIONAL

*ALL DETAILS ARE A MINIMUM OF FOUR (4) HOURS. IN ORDER TO AVOID POSSIBLE BILLING FOR SERVICES, CANCELLATIONS REQUIRE A 12-HOUR NOTICE.*

THE CHIEF OF POLICE RESERVES DISCRETION IN DETERMINING WHETHER ADDITIONAL OFFICERS ARE REQUIRED FOR PARTICULAR DETAILS AND IF AN OFFICER IN CHARGE IS NEEDED (E.G., TYPE OF EVENT, NUMBER OF PROJECTED ATTENDEES, ETC.)

THE CHIEF OF POLICE ALSO RESERVES DISCRETION IN DETERMINING WHETHER MARKED POLICE CRUISERS ARE REQUIRED DURING SPECIFIC TRAFFIC DETAILS (E.G., CONSTRUCTION SITE TRAFFIC CONTROL FOR HAZARDOUS AND/OR BUSY LOCATIONS, THE MOVING OF BUILDINGS AND/OR EQUIPMENT OVER ROADS, SECURITY DETAILS, ETC.).

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**APPLICANT:**

*I HAVE READ AND AGREE TO ABIDE BY THE ABOVE SET OF CONDITIONS & REQUIREMENTS.*

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REVISED: March, 2023