

**Town of Andover**  
**Police Department - Andover, Massachusetts**  
**Request for Detail Officers**

Billing Information:	
Company Name:	_____
Company Address:	_____
Person Requesting:	_____
Telephone Number:	_____
Detail Information:	
Date of Request:	_____ Number Officers: _____
Location of Detail:	_____
Date of Detail:	_____ Day of Week: _____
Starting Time:	_____
Approximate Length of Detail:	_____
Cruiser Required:	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Supervisor's Initials: _____

Detail Guidelines and Requirements: Effective 10/22/2025 and subject to change.

- Detail rate of \$70.00 per hour applies to all officers working details.
- All details worked from 5PM through 7AM Monday through Friday and details worked on Saturday or Sunday will be charged at time and one half the adjusted detail rate (\$105.00 per hour)
- Officers receive a minimum of four hours pay.
- If a detail goes beyond four hours but less than eight hours, the detail officer will receive eight hours pay.
- Officers receive eight hours pay for a detail that starts in the A.M. and continues beyond 12:00 PM.
- Officers receive time and one half the adjusted detail rate for time past eight hours. (\$105.00 per hour)
- Officer-In-Charge rate applies when there are four or more officers assigned to a detail (i.e., the total detail includes a minimum of four (4) officers). One officer is designated as Officer-In-Charge; the officer shall be paid the time and one half of the detail or adjusted detail rate. (\$105.00 per hour)
- Officers working a detail on departmental holidays shall receive two and one half times the detail rate. (\$175.00 per hour).
- Officers assigned to a detail will receive a minimum of 4 hours pay if a detail is cancelled with less than a one hour notice at the expense of the vendor.
- A 10% Administrative fee will be charged on all details, except for Town requested details.
- A \$10.00 per hour fee will be charged on all details requiring a cruiser to be present, except for Town requested details.

Hazardous Duty: Is defined as any strike, picketing, protesting, demonstration, march or related activity that is marked by danger or is perilous in nature. The final decision of Hazardous Duty will be determined by the Chief or his designee. When a detail officer is needed, at the expense of an employer other than the Town of Andover, the officer shall be paid at a rate of twice (2x) the detail rate. (\$140.00 per hour).

Paid details shall be paid in accordance with General Laws, Chapter 44, Section 53C (St.1970,c.344).

Signature of Person Requesting: \_\_\_\_\_

Signature of Supervisor Taking Request: \_\_\_\_\_