

**SCHOOL/TOWN DEPARTMENT DETAIL REQUEST FORM-as of July 2025****EAST GREENWICH POLICE DEPARTMENT 176 FIRST AVENUE, E.G., RI 02818****FAX # 401-885-0996****All information must be filled in to insure the filling of your request. Please print or type information.****Today's date:** \_\_\_\_\_**Person requesting detail:** \_\_\_\_\_ **Phone#** \_\_\_\_\_**Billing contact name & address:** (School or Town Dept.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**Email:** \_\_\_\_\_**Date and time of detail:** \_\_\_\_\_**Location of event:** \_\_\_\_\_**Type of event:** \_\_\_\_\_**#Officers requested:** \_\_\_\_\_**Cruiser(s) (not guaranteed, based on availability) Yes** \_\_\_\_\_ **No** \_\_\_\_\_ **If yes, #** \_\_\_\_\_**Officer hourly rate:**

Mon - Fri \$ 60.00

Sat - Sun \$ 75.00

Mon - Fri Holiday \$ 95.00

Sat - Sun Holiday \$ 95.00

**Note:** Weekend rates begin at midnight. If you start a detail prior to midnight on Friday, the weekday rate will continue to apply if it goes past midnight. However, if you start a detail prior to midnight on Sunday and it goes into Monday, you will be subject to the weekend rate for the entire detail.

Cruiser rate: n/a

Details have a starting minimum of four hours pay. Any details not cancelled **at least ONE HOUR PRIOR** to the scheduled starting time of the detail, shall be paid a four-hour minimum per officer. **Please state your full name to the dispatcher or officer when canceling a detail.**

**Please fax your request to 885-0996.****You MUST call 884-2244 to verify that the detail request has been received.**For Police Department use only: Detail posted (Supervisor please check here) ☐