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TOWN OF MARBLEHEAD

DEPARTMENT OF PUBLIC WORKS

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POLICE DETAIL APPLICATION

Note: Completed application must be submitted 48 hours prior to the start of work

Chapter 262 - POLICE DETAILS

§ 262 – 1 - Collection of fees.

A. Any individual who or organization that contracts with the Town of Marblehead for police detail services shall pay such sums for said services as are established by the Marblehead Police Department (the "Department") from time to time, in accordance with applicable law. [A ten percent (10%) administrative fee shall also be assessed in accordance with G.L. c. 44, § 53C.] Except as otherwise provided for herein, the aforesaid sums shall be paid promptly and in no event later than thirty (30) days following the delivery of services.

B. The Chief of Police or his designee shall be responsible for the collection of any sums due and owing hereunder.

§ 262 – 2 - Payment.

A. Whenever a police detail is required, payment shall be made within seven (7) days thereafter by the recipient of said services. Fees shall be assessed in accordance with § 262-1A above and the number of officer(s) assigned to the project or event, the number of hour(s) each officer provided in connection therewith and the hourly detail rate(s) for said officer(s), plus an administrative fee as provided in § 262 - 1(A).

§ 262 – 3 - Delinquencies.

A. Upon the passage of seven (7) days from the date of delivery of police detail services, any sums owed to the Town of Marblehead therefore shall become overdue. All overdue accounts shall be promptly reported to the Chief of Police. Accounts more than ninety (90) days in arrears shall be referred to the Board of Selectmen for collection.

B. Except for an emergency project, no further police detail services shall be provided by the Department to any individual or organization with an overdue account.

C. Nothing in this § 262 - 6 shall be deemed to permit the Town, the Department or the Chief of Police to refuse police detail services to any public utility governed by G.L. c. 164.

Applicant Information

NAME OF PERSON REQUESTING DETAIL:_____

COMPANY NAME:_____

COMPANY ADDRESS:_____

COMPANY PHONE:_____

COMPANY EMAIL:_____

Work Information

DATE OF DETAIL:_____

TIME OF DETAIL:_____

LOCATION:_____

NUMBER OF OFFICERS REQUESTED:_____

NUMBER OF HOURS EXPECTED:_____

LENGTH OF PROJECT (1 day, 1 week etc.):_____

DESCRIPTION OF WORK:_____

