



# Winchendon Police Department

15 Pleasant Street  
Winchendon MA 01475



Scott M. Livingston  
Chief of Police

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## DETAIL INTAKE FORM

Person making Request: \_\_\_\_\_ Company: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Officer(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_

Town: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

The current detail rate is \$37.01. There is a minimum of four (4) hours. After four (4) hours, time is billed in two (2) hour increments. After eight (8) hours, each two (2) hour increment is billed at time and one half (1 ½) times the detail rate.

Please remind the person making the detail request that the detail needs to be cancelled four (4) hours before the start time or they are responsible for the four (4) hour minimum.

### Ten Percent Administration Fee

State Agency   Town Agency   Private Agency (working for the State)   Private Agency