



West Whiteland Twp Police Department



Off-Duty Detail Request

Detail Type	<input type="checkbox"/> Traffic Control Detail	Alcohol Present:	Approx # of Attendees:	Police Vehicle(s) Requested:
	<input type="checkbox"/> Security Detail	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Other Type of Detail (Explain):			

Detail Start & End Dates:

Detail Start & End Times:

Location of Detail:

Explanation of Detail:

On-site Contact Person & Cellular Phone #:

Billing Department Contact Person, Phone #, Mailing Address:

- Conditions:
- The Board of Supervisors have established a rate of **\$100.00** per hour per officer for off-duty details. An increased rate will be billed for holidays. The West Whiteland Township Police Department shall notify the requester if a holiday rate applies to the requested detail(s).
 - A two hour minimum is required for all off-duty details.
 - A minimum of three hours of notice is required prior to canceling any detail or the requester shall be billed for three hours per officer at the currently established detail rate. Notice of any cancellation shall be made through the on-duty patrol supervisor by calling **(610) 692-5100**.
 - The West Whiteland Township Police Department reserves the right to cancel any detail based upon safety concerns for the public, participants, or officers.
 - Details shall be contingent upon the West Whiteland Township Police Department being able to staff such activities. The West Whiteland Township Police Department shall provide notice of the inability to staff any requested and approved details.
 - The West Whiteland Township Police Department will determine the number of officers needed per detail based on the type and size of the event.

Additional Information:

Name, Title, Telephone #, and Email Address of Requester:

Signature of Requester & Date:

By signing this request, you acknowledge the above conditions and agree to reimburse West Whiteland Township for the detail. You also agree to notify the West Whiteland Township Police Department of any changes regarding the detail and/or the information provided on this form.

Internal Use Only

Chief of Police Review	<input type="checkbox"/> Approved	Comments:		Initials & Date:
	<input type="checkbox"/> Denied			
Patrol Commander	Date Detail Posted:	Date Invoice Sent:	Comments:	Initials & Date: