

**KENNEBUNK POLICE  
DEPARTMENT  
DETAIL REQUEST/SCHEDULING/PAYROLL  
SHEET**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE USE ONLY**  
 POSTED ON BOARD  
 SCHEDULED  
 IN IMC

This form can be dropped off at the Police Department or faxed to 207-985-8769 for processing

IMC CALL # \_\_\_\_\_

DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

DETAIL FOR: \_\_\_\_\_

GENERAL DUTY                       TRAFFIC CONTROL DUTY                       SECURITY DUTY

**HOW MANY OFFICERS:** \_\_\_\_\_ **HOW MANY CRUISERS:** \_\_\_\_\_

**TRAFFIC CONTROL DEVICES NEEDED (BARRICADES, CONES, SIGNS):** \_\_\_\_\_

DATE	DAY	HOUR(S)
_____	_____	_____ - _____
_____	_____	_____ - _____
_____	_____	_____ - _____
_____	_____	_____ - _____

LOCATION TO REPORT: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

DETAIL REQUESTED BY: \_\_\_\_\_

CONTACT PERSON: SAME  OTHER:  \_\_\_\_\_

TEL. NUMBER FOR CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BILL TO:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For events on any town owned property, an application must be obtained from Parks & Recreation before we can approve a request for a detail officer.  
 Signed copy of Facility Request Form shown on: \_\_\_\_\_ KPD Initials**

**\*TO AVOID BEING CHARGED: TOWN/SCHOOL DETAILS REQUIRE 4 HOUR CANCELATION NOTICE, ALL OTHER DETAILS REQUIRE 8.**

For KPD Admin use only:	Public	Private	Minimum
<input type="checkbox"/> Detail Rate	Officer OT Rate x25%	\$94.00 p/hr	4 hours
<input type="checkbox"/> Detail Rate With Cruiser	Officer OT Rate x25% +\$5	\$99.00 p/hr	4 hours