



JAMES P. SARTELL
CHIEF OF POLICE

TOWNSEND POLICE DEPARTMENT

70 BROOKLINE STREET
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PHONE (978) 597-6214
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July 1, 2024

Dear Vendor:

The Townsend Police Department provides specialized or "detail" services pursuant to the terms of a collective bargaining agreement between the Town of Townsend and AFSCME Council 93, Local 3470 who represents our police officers. As such, you will find the department's FY25 detail rates, scheduling, and cancellation policies/protocols listed below.

Contractual hourly minimums

- 0 to 4 hours worked = 4 hour minimum
- 4 hours to 8 hours worked = 8 hour minimum
- 1 hour increments at time and a half (1.5x) thereafter

Detail Rates

- Details = \$65.00 per hour (or FLSA overtime rate, whichever is higher)
- \$97.50 per hour at 1 hour increments over 8 hours
- Cruiser Fee of \$50 if requesting a cruiser for the detail or it is determined to be necessary.
- A 10% administrative fee is added to all detail invoices

Cancellation

Cancellations should be made within 4 hours of the start of the detail. Failure to do so will result in a requirement to pay the officer(s) 4 hour minimum.

Billing

Any detail officer can sign up for a detail; we cannot guarantee that the job will be filled by an officer at the lowest rate. If the assignment cannot be filled with a Townsend officer, we will try to utilize an officer from a surrounding town. The detail rates in surrounding towns are similar but do vary as they too are set by labor union contract. You should remit your payment to the invoicing town and invoices will be due upon receipt.

Scheduling a detail

If you would like to request a detail, update or create a vendor account, please call dispatch:

978-597-6214

Please free to contact my office should you have any questions.

Sincerely,

James Sartell
Chief of Police