

ALGONQUIN POLICE DEPARTMENT SPECIAL DETAIL AGREEMENT

Check:

- The undersigned is a Not-for-Profit organization and it is understood that this request is charged at \$85.00 per hour per Officer with a minimum of two (2) hours.
- The undersigned is an Algonquin-based business and it is understood that this request is charged at \$95.00 per hour per Officer with a minimum two (2) hours.
- This detail is on a national, state or contractual Holiday and subject to the hourly rate determined by the Chief of Police.

Dependent upon the nature of the detail, a minimum of two (2) Officers may be required. **Cancellations with less than 24-hours' notice will be billed at a minimum of two (2) hours at the above-designated hourly rate. Once the detail has commenced, cancellation of hours will be billed for hours and personnel as contracted herein.**

I (we) hereby acknowledge and agree that the service we have requested of the Algonquin Police Department and as further described below is to be reimbursed to the Village of Algonquin upon receipt of the Village's invoice. This agreement must be completed and submitted as soon as possible in order to secure the services of off-duty personnel. Hourly rate for Holiday Service will be confirmed to you as soon as possible.

DESCRIPTION OF SERVICE NEEDED

Who should Officers report to and where:		Contact's Phone:	
Date(s) of Event:			
Start Time:		End Time:	
Describe number of Officers, type of Security needed / Type of Event, i.e., <i>Crowd Control for Black Friday sale.</i>			
Business Name			
Address – location for Officer(s) to report for duty:			
Billing Address (If different than above)			
City		State	Zip Code
Provide Telephone Number for Requestor		Email Address:	
Print Last Name of Requestor	Signature of Requesting Party (REQUIRED)		Date

Approved By Police Admin Personnel / Date: <div style="text-align: center;">  </div>	Please Return Original Signature To: POLICE ADMIN, Algonquin Police Department William J. Ganek Municipal Center 2200 Harnish Dr., Algonquin, IL 60102 TX: 847-658-2723 FX: 847-658-6589
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- Original to Police Administration
- Copy to Patrol Supervisor to Post / Sign Up Sheet

Effective August 2013 by Order of the Chief of Police