

City of Atlantic City



Revenue and Finance Office
City Hall - Suite 306 3rd
Floor 1301 Bacharach Blvd
Atlantic City, NJ 08401
Telephone 609.347.5800

SES@acpolice.org
LLampson@cityofatlanticcity.org
SPocsi@cityofatlanticcity.org

Police Detail Request Form

INSTRUCTIONS: Form is to be completed by customer and faxed to Revenue & Finance (609) 347-6110 and to the Special Employment Section (609) 347-5576 ten (10) days PRIOR to detail date. Detail MUST be paid in advance at least five (5) days PRIOR to the detail date.

Customer Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____ Contact Phone Number: _____

Detail Information

Detail Location: _____

Purpose of Detail/Significant Aspects:

Hours Requested: Start Time: _____ End Time: _____ Total Number of
Date Requested: From: _____ To: _____ Hours Officers are
Number of Days: _____ Number of Officers: _____ Vehicle Required: _____ Requested per Day:

\$87.75 per hour with a four (4) hour minimum - PLUS \$5.00 extra per hour for each vehicle. Supervisors, K-9, Bomb Squad, Tactical Team and Accident Bureau are not subject to this rate, but will be paid at overtime rate. Contact Special Employment Section for individual rates.

Name(s) of Person(s) Authorized to Validate Officer Hours: _____

All requests for a detail MUST be paid in advance at least five (5) days PRIOR to the detail date.

Make Checks Payable to: City of Atlantic City

Mail to: City of Atlantic City, City Hall Suite 306, 1301 Bacharach Boulevard, Atlantic City, NJ 08401

Contact Information, Cancellation Instructions and Minimum Charge to Customer for Failure to Properly Cancel Requested Detail

Contact Information:

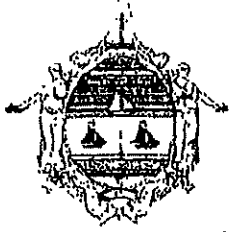
Revenue and Finance - Lenora Lampson or Shana Pocsi Office # (609) 347-5800 / FAX # (609) 347-6110, City Hall Room #306
Special Employment Section - Office # (609) 347-5474 / FAX # (609) 347-5576 / Cell # (609) 442-2896, 2715 Atlantic Avenue,
Atlantic City, NJ 08401.

Cancellation Instructions and Minimum Charge for Failure to Properly Cancel Requested Detail:

First Step: The customer MUST call Police Communications at (609) 347-5780 four (4) hours in advance of the requested detail start time. Police Communications is available 24 hours a day, seven (7) days a week to cancel a requested detail. Failure of customer to properly cancel the detail four (4) hours in advance of the requested start time will result in a four (4) hour minimum charge to the customer. **Second Step:** The customer MUST confirm cancellation upon the first available business day, (Monday through Friday, 8am through 4pm, excluding weekends or holidays), by contacting the Special Employment Section, at the phone or FAX numbers supplied above and leave a voice or FAX message that includes: 1) Customer's name; 2) Date and time Police Communications was called; and 3) Detail cancelled to include date, time and location.

This box is for City of Atlantic City Revenue and Finance use only.

Customer # _____ Amount Received \$ _____ (revised 7/1/21)



OFFICE OF THE DIRECTOR

CITY OF ATLANTIC CITY
DEPARTMENT OF REVENUE AND FINANCE
1301 BACHARACH BOULEVARD
CITY HALL- ROOM 306
ATLANTIC CITY, NJ 08401
(609) 347-5800 FAX (609) 347-6110

NOTICE OF RATE CHANGE FOR SPECIAL POLICE DETAILS

Effective July 7th, 2021 the rate for Regular Police Detail Officers will be \$87.75 per hour, with a four (4) hour minimum – Plus \$5.00 extra per hour for each vehicle. Rates for Supervisors or Specialized Officers will be paid at their overtime rates.