

If you request a Police Detail the following are the stipulations:

1. You will be sent a contract to sign, scan and return to me. The contract spells out all responsibilities of the club as well as MPD.
2. After the contract is received, the club must provide the requested number of officers desired, the hours desired, and the dates desired to me.
 - a. The requests are to be through email so that it can be used as a reference for any discrepancies (not to say that a last minute request via phone can't be done, but followed up with an email)
 - b. The further in advance that this is provided the easier it is to schedule (30 days is in contract-15 days has been pretty standard)
 - c. There must always be a minimum of two officers on any detail for officer safety concerns
 - d. There will be times when a detail will be needed last minute and you would call PSB, myself or a designee.
 - e. The filling of that last minute detail cannot be guaranteed, but will be attempted
 - f. If the club cancels a detail the day of that detail, the officers will still be compensated for the first two hours of that detail and the remainder will be credited back to your account
 - g. If the club wishes, it can be placed on a reoccurring basis which means monthly invoices will be automatically prepped and submitted every month
3. I will take your request and create an invoice which is sent to the effected district "Club Zone Coordinator" for them to staff.
 - a. That coordinator will advise me when the detail is staffed
4. With the detail staffed I then forward my invoice to Chief Financial Security Office for billing.
 - a. CFSO will advise me that there are no issues with the invoice
5. I then contact the club and advise their POC that the detail is ready to move forward.
6. On a weekly basis, the CFSO publishes a list of clubs that are delinquent with paying their accounts in a timely manner
 - a. I receive this list and if any club comes up on the list, they will be notified that no further details will be staffed until the account is in good standing
7. All paying of bills goes through CFSO
 - a. If a bill is paid, I cannot staff a new detail until CFSO notified me which is usually the next business morning
8. If any club goes on the delinquent list and details are terminated, the club POC must contact me back to re-establish the desired details to be re-staffed
9. Any credits to be applied to an account will be applied on the next invoice
 - a. This means that if you have credits, but are delinquent on another invoice, the outstanding invoice needs to be paid and a new detail needs to be requested for the credit to be applied.
10. ABRA will subsidize the rates of officers during specific times
 - a. The standard current rate of a detailed officer is \$65.45 per hour, per officer.
 - b. During the hours of 11:30PM to 5:00AM ABRA will pick up 70% of that cost (\$19.64 per hour, per officer)
 - c. This subsidy is every day of the week