



Alcohol Beverage Control Establishment Reimbursable Detail Process

1. Establishments shall complete [Metropolitan Police Department ABC Establishment Reimbursable Program Agreement](#) and return it to psb.adminbox@dc.gov. The agreement contains the responsibilities of the establishment, as well as MPD.
2. After the agreement is received, the establishment will submit the date, number of hours and number of officers needed (minimum 2 officers) via email to psb.adminbox@dc.gov.
3. Establishments should attempt to provide at least 14 business days' notice to ensure adequate staffing.
 - a. If a last-minute detail is needed, contact the Patrol Services Bureau on (202) 576-3392. Every attempt will be made to fulfill last minute requests.
4. If the detail is cancelled within 24 hours of the scheduled event, the establishment will still be responsible for 2 hours of compensation to the scheduled MPD members. The remainder of the payment will be credited to the establishment's account.
5. A recurring account may be established and establishments will be billed through monthly invoices.
6. On a weekly basis, the OCFO publishes a list of establishments that are delinquent in account payments.
 - a. Any establishment that is delinquent will be notified that no further details will be staffed until the account is in good standing.
7. All payments shall be made through the OCFO.
8. Credits to accounts will be applied on the next invoice.