



JAMES P. SARTELL  
CHIEF OF POLICE

## TOWNSEND POLICE DEPARTMENT

70 BROOKLINE STREET  
TOWNSEND, MASSACHUSETTS 01469  
PHONE (978) 597-6214  
FAX (978) 597-2176



July 1, 2025

Dear Vendor:

The Townsend Police Department provides specialized or “detail” services pursuant to the terms of a collective bargaining agreement which is currently in negotiations.. As such, you will find the department’s FY26 detail rates, scheduling, and cancellation policies/protocols listed below. When their CBA is ratified, you will be notified of any rate changes.

### 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