



TOWN OF CARMEL POLICE DEPARTMENT

60 MCALPIN AVENUE, MAHOPAC, NY 10541
TEL (845)628-1300 FAX (845)628-2597
POLICE@CI.CARMEL.NY.US

ANTHONY HOFFMANN
CHIEF OF POLICE

CARMEL POLICE DEPARTMENT APPLICATION FOR POLICE SERVICE

****Requestor to complete sections A, B, C of this application****

Section A: Customer Information

Individual/Organization: _____

Address: _____

Representative Name: _____ Phone: _____

Section B: Event Information

Event Description: _____ # of Officer(s) Requested: _____

Location: _____ Event Date: _____

Event Time: _____ Officer(s) Start Time: _____ Officer(s) End Time: _____

Section C: Payment Information

Bill To (Name and Address): _____

Phone: _____ Requestor Signature and Date: _____

By signing this document, you agree to assume responsibility to the Town of Carmel for the above rendered services.

The individual or entity ordering said service is responsible for checking coverage for the scheduled event by calling The Carmel Police Department at (845) 628-1300 prior to the event.

1. \$125.00 hourly rate for each officer requested.
2. Four hours minimum pay per officer for said event.
3. Cancellations or requests for rescheduling of event must be made at least 24 hours prior to scheduled start time of event.
4. If you do not cancel prior to 24 hours before the start of the event you will be billed for the fully scheduled event.
5. On site time of the assignment that exceeds the scheduled time shall be paid in one-hour increments at \$125.00 per hour.
6. If the job exceeds four hours, but is less than the time you scheduled the officer(s), you will be responsible to pay the full amount scheduled.

Return in person or email completed application to: mb@ci.carmel.ny.us

Officer Receiving Request: _____ Date/Time: _____

Rank: _____ Shield #: _____