

# 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)