



# JAMESTOWN POLICE DEPARTMENT

250 Conanicus Avenue, Jamestown, RI 02835

Tel: (401) 423-1212 Fax: (401) 423-3710

[www.jamestownri.gov/police](http://www.jamestownri.gov/police)



Edward A. Mello  
Chief of Police

**EFFECTIVE JULY 1, 2023 – JUNE 30, 2024**

## HOURLY RATE OF PAY

<u>Rank</u>	<u>Regular Detail Rate</u>	<u>Overtime Rate</u>	<u>Holiday Rate</u>
Lieutenant	\$66.30	\$99.45	\$132.60
Sergeant	\$60.60	\$90.90	\$121.20
Detective	\$58.11	\$87.17	\$116.22
Patrol Officer	\$55.60	\$83.41	\$111.21

- Detail Officers shall be compensated for a minimum of (4) hours. Detail Officers requested in advance for more than four hours will be compensated for a minimum of (8) eight hours.
- Details must be requested with a minimum of 48 hours from the start of the detail
- Detail officers who work more than fifteen (15) minutes over the hour are compensated for the full hour.
- Detail officers who work more than eight (8) hours are compensated at the overtime rate listed.
- Detail officers who work on Thanksgiving, Christmas or New Year's Eve from 3:00PM, Christmas Day and New Year's Day are compensated at the holiday rate for a minimum of four (4) hours.
- Detail officers who report for work without having been notified that the work was cancelled will be paid for a minimum of four (4) hours.
- Persons requesting the detail officer must contact the Police Department two (2) hours prior to the detail if the detail is cancelled for any reason. Failure to do so will result in a minimum of four (4) hour charge.
- Police officers/dispatchers are selected to serve on special details on the basis of a seniority rotation list in all cases, except when the Chief of Police determines that a supervisor (Chief, Lieutenant or Sergeant) is needed for the detail. Therefore, you may be charged at a different rate depending on the person assigned.
- Should a vehicle (cruiser) be required for the detail, it will be made available at the rate of twenty (\$22) dollars per hour.
- Reimbursement to the Town of Jamestown will include costs of wages, benefits and administrative fees at the rate of ten (10%) percent.



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## REQUEST FOR DETAIL OFFICER(S)

In making this request for a special detail officer, the undersigned person, company or organization will reimburse the Town of Jamestown for the costs of wages, benefits and an administrative cost of ten (10%) percent, incurred.

Location of Detail: \_\_\_\_\_

How Many Officers: \_\_\_\_\_

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Individual making the request for a special detail officer:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_

Signature

Individual to whom bi-weekly statements should be submitted (if other than above):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Statements will be mailed bi-weekly. All payments must be made payable to the Town of Jamestown, 250 Conanicus Avenue, Jamestown, RI 02835 within 30-days of receipt of statement. There is a service charge of 1.5% per month on all overdue accounts. Please be sure that you have received a copy of the outline of hourly rate of pay.

**JPD USE ONLY**

Received by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Order Back Y/N: \_\_\_\_\_ NKPD Authorized Y/N: \_\_\_\_\_

Vendor Advised by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Filled by: JPD  NKPD  Date/Time: \_\_\_\_\_

PACE Updated by: \_\_\_\_\_ Date/Time: \_\_\_\_\_