



Hatfield Police Department

William J. Tierney
Chief of Police

Event Notification and Request for Police Services

TITLE/TYPE OF EVENT	
LOCATION OF EVENT	
EXPECTED ATTENDANCE NUMBER	NUMBER OF POLICE OFFICERS REQUESTED
NAME AND PHONE NUMBER OF THE POINT OF CONTACT DURING THE EVENT: (This person must be in attendance for the duration of the event and immediately available to Officers.)	

Requested Date(s) and Time(s) for Police Coverage

DATE	TIME (START/END)

Note: The officer(s) should be in place prior to and after the actual start/end times of the event, therefore 30 minutes will be added to both the start and end times for invoice purposes.

REQUESTER INFORMATION

NAME	COMPANY NAME
ADDRESS	PHONE NUMBER
	EMAIL ADDRESS

INVOICE BILLING INFORMATION

NAME	COMPANY NAME
ADDRESS	PHONE NUMBER
	EMAIL ADDRESS

- I understand that in the event the Chief of Police feels the number of officers requested does not provide for adequate officer safety measures, the requestor will be notified of these concerns prior to any detail being arranged. The Chief of Police has final authority when determining police staffing needs.

- I understand that I am agreeing to reimburse Hatfield Township for the overtime rate of the assigned officers. Payment is due within 30 days of invoice date.

- I understand that all requests for officers have a minimum of a four-hour charging rate per officer. Events lasting less than four hours will be billed at the four-hour rate.

- I understand that any cancellations for police services must be received 24 hours prior to the event.

Requestor's Signature

Date

This is a request form only. The Hatfield Police Department will contact you regarding your request. Please type or print and fill out the form completely. If you have questions or need additional information, please contact HPD at 215-855-0903.

This form can be submitted in person, via email or by mail.