



# Central Berks Regional Police Department

2147 Perkiomen Avenue, Reading, PA 19606  
610-779-1100 (Office) 610-779-7135 (Fax)

## POLICE SERVICES REQUEST FORM

DATE REQUESTED: \_\_\_\_\_

REQUEST SUBMITTED BY:      E-MAIL      U.S. MAIL      FAX      IN-PERSON

NAME OF REQUESTOR: \_\_\_\_\_ ("Requestor")

NAME OF BUSINESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

NAME OF THE EVENT AND BRIEF DESCRIPTION FOR WHICH POLICE SERVICES ARE REQUESTED (include the date(s), time(s), and location of the Event):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF OFFICERS REQUESTED: \_\_\_\_\_

The Requestor requests that the Central Berks Regional Police Department ("Police Department") provide Police Services at the Event and for the benefit of the Requestor.

The Requestor acknowledges the following:

1. The fee for Police Services shall be: Sixty-Five Dollars (\$65.00) per hour for each Police Officer. There is a three (3) hour minimum (\$195.00 per officer); (if the date of service should fall on a federal holiday, a holiday overtime rate of \$155/per hour will be charged, and the 3-hour minimum still applies)
2. The Police Department shall issue an Invoice after the Event for the amount due. Payment is due from the Requestor within thirty (30) days of the Event. Payments shall be made payable to "Central Berks Regional Police Department";
3. For the purpose of performing such Police Services, every Police Officer shall have all of the powers and authority conferred upon them while they are engaged in performing Police Services for the Police Department. While performing Police Services the Police Officers remain under the direction of the Chief of Police and the Police Department.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Title