



3. The juvenile arrest book will be checked for arrests during billing period and, if any, will be typed on printout as continuation of printout using same format. The fifty dollar or one hundred twenty-five dollar if breathalyzer given will be entered in cost column.
4. After all persons and charges are entered the cost column will be totaled and so marked.
5. In the upper right hand portion of the printout will be typed the month and year of lockup period being billed.
6. In the upper left hand portion of the printout will be typed the police department being billed.
7. A minimum of two copies will be made.
8. The original and one (1) copy will be mailed to the particular departments.
9. The third copy will be maintained in individual department's folder pending payment.
10. Upon receiving check(s) from outside departments, the date of the check, check number and amount will be entered at bottom of file coy and maintained in outside department's folder.
11. The check(s) and copy of charges showing payment will be to Payroll Department for processing and transmittal.
12. IMPORTANT BILLING CONSIDERATIONS, all town budgets operate of fiscal year July through June; therefore, bill submitted for June must be dated prior to July 1st of any particular year for payment to be made under current budget.

Per:

*Edward P. Gardella*  
Chief of Police

EG:fl