



East Haddam Police Department

Resident State Trooper's Office, PO Box 385, 1 Plains Road, Moodus, Connecticut 06469
Telephone # (860) 873-1226 Fax # (860) 873-5059 Tip-Line (860) 873-5013

July 1, 2018 - June 30, 2019 AGREEMENT FOR HIRING POLICE OFFICER FOR PRIVATE DUTY ASSIGNMENT

I hereby agree to pay the stipulated police private duty rate, as approved by the East Haddam Board of Selectmen:

East Haddam Police Officers are paid \$62.00 per hour for private duty assignments. Time worked shall include onsite time plus ½ hour General Preparation Fee before and ½ hour General Preparation Fee after. In no case shall the total time (onsite plus both GPs) be less than 4 hours. Additionally, a 15% administration fee, on the hourly fee, and a \$10 per hour charge for the police cruiser will be applied to the total cost. This brings the total per-hour rate to \$81.30 per hour.

From time to time, there may not be an East Haddam Police Officer available for the private duty assignment. In this case, organizations will be allowed to hire a Trooper. The overtime rate for a State Trooper averages approximately \$125 per hour (four (4) hour minimum). If an East Haddam Officer is not available, organizations will be notified and provided direction for contacting the Connecticut State Police Overtime Office.

For all Jobs that an East Haddam Officer works, a bill will be received from the town within two weeks of the event. All Checks should be made payable to the Town of East Haddam and sent to the First Selectman's Office, 1 Plains Road, P.O. Box 385, Moodus, CT 06469.

CANCELLATION NOTICE: Please call (860-615-9741), at least 48 hours in advance of any private duty cancellation. Failure to notify of any cancellation with less than (8) eight hours notice will result in a minimum 4-hour call out charge. A message left on voice mail does not constitute a notification of cancellation.

NAME OF ORGANIZATION: _____

BILLING ADDRESS: _____

CONTACT TELEPHONE NUMBER / EMAIL: _____

TYPE OF ACTIVITY: _____

DATE AND LOCATION OF EVENT: _____

EVENT STARTING TIME: _____ EVENT ENDING TIME: _____

EXPECTED TOTAL ATTENDANCE: _____ NUMBER OF OFFICERS DESIRED: _____

SIGNATURE: _____ Date: _____

Forward this completed form a minimum of 14 days prior to the event. Forms can be mailed, emailed (policeovertime@easthaddam.org) or faxed (860-873-5059). If request is less the 14 days prior to event, please call 860-615-9741 before sending form. Organizations will receive confirmation of request.