



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, 2020 - June 30, 2024 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:

The Town of East Haddam's stipulated police private duty rate is \$82.45 per hour. This rate is comprised of the officer's wage, a vehicle fee, and an administration fee. Time worked will be billed in four (4) hour increments up to eight (8) hours. Time after eight (8) hours will be billed hourly. In addition to the onsite time there is a ½ hour General Preparation (GP) 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.

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 State Trooper. If an East Haddam Officer is not available, organizations will be notified, and will be provided a contact number for 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 (860-885-8046), at least 24 hours in advance of any private duty cancellation. Failure to notify of any cancellation with less than (24) twenty four hour 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: _____

REQUESTER: _____ Date: _____

Forward this completed form a minimum of 2 days prior to the event. To be accepted forms have to be emailed to policeovertime@easthaddam.org. If a request is less the 2 days prior to the event, please call 860-885-8046 before sending form. Organizations will receive confirmation of request.