



# East Haddam Police Department

Resident State Trooper's Office, 1 Plains Road, PO Box 385, Moodus, Connecticut 06469  
Telephone # (860) 873-5041 Fax # (860) 873-5059

## August 16, 2025 - June 30, 2028 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 \$100.00 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 1/2 hour General Preparation (GP) fee before and 1/2 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 (860-465-5400), 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](mailto:policeovertime@easthaddam.org). If a request is less the 2 days prior to the event, please call 860-465-5400 before sending form. Organizations will receive confirmation of request.