

GUILFORD POLICE DEPARTMENT
EXTRA POLICE DUTY/CONSTRUCTION JOBS REQUEST

Name: _____
(Individual, Organization, or Company to be billed)

Address: _____
Number Street City State Zip Code

Telephone: _____ Fax _____

Requested by: _____ Telephone _____
(24/after hours number)

Police Service(s) requested: Traffic Control [] Crowd Control [] Security [] Utility Work []

Date of Event: _____ Type of Event _____

Location of Event: _____ Anticipated Attendance: _____ N/A _____

Number of Personnel requested: _____ Number of Marked vehicle(s) requested: _____
(See section "D." for details)

Event start time: _____ Event end time: _____

The requestor understands and agrees to the following:

- A. Cancellation MUST be received at least **8 hours** prior to start time or minimum charges WILL apply.
- B. Requests may be made in person or by fax. Include a fax number for notification of request approval.
- C. In accordance with C.G.S. 7-284, the Chief of Police may require additional personnel, the expense for which will be borne by the individual, organization or company sponsoring the event.
- D. Vehicles will be charged at the rate of an additional **\$25.00 PER HOUR**. When a vehicle is requested, the time paid to officers begins and ends when the vehicle is picked up and dropped off at GPD.
- E. Payment for all fees and expenses shall be made within fifteen (15) days of billing. The Town of Guilford shall have the right to recover all costs of collection of any unpaid bill, including attorney fees.
- F. I have been advised of the rate(s) that will apply to my request based upon the **FEE SCHEDULE ATTACHED (OR BEHIND) as Page 2.** *Fee schedule subject to change annually July 1.

Requestor's printed name _____ Requestor's signature _____ Date _____

TO BE COMPLETED BY GUILFORD POLICE PERSONNEL

Your request, dated _____ has [] has not [] been approved as requested.

Your request has been modified to require _____ additional officer(s) and/or _____ additional vehicles.

You will be charged the following rates based upon the **FEE SCHEDULE ATTACHED**

Grade A Patrol Time and one half _____ Grade A Patrol Double Time and one half _____
Supervisor's Rate Time and one half _____ Supervisor's Rate Double Time and one half _____
Holiday(when applicable) _____

Approved by: _____ Date: _____
Police Representative Signature

***NOTE: JOBS ARE FILLED BY SENIORITY AND SOMETIMES MAY NOT BE FILLED. YOU SHOULD CALL 24 HOURS PRIOR TO THE EVENT START TIME TO VERIFY THE JOB IS FILLED. Guilford Police Department manpower needs take precedence at all times, therefore, extra police duty jobs may require cancellation without notice. Guilford Police Department fax number: 203-453-8473.**

**GUILFORD POLICE DEPARTMENT
EXTRA POLICE DUTY/CONSTRUCTION JOBS
FEE SCHEDULE**

Hourly rates for officers include: Social Security, Medicare, Worker's Compensation Insurance.

Hourly rates **DO NOT INCLUDE** charges for any vehicle(s) requested.

Rates are based upon and established by the Collective Bargaining Agreement between Guilford Police Officers and the Town of Guilford and are subject to change.

The Chief of Police may require the hiring of a supervisor when circumstances so dictate. The presence of a supervisor will increase the hourly fee to that supervisor's contractual pay rate.

MINIMUM FEE FOR ALL POLICE SERVICE REQUESTS:

A minimum of four (4) hours will be charged for all job requests. Any time beyond four hours will be charged at the hourly rate.

Hourly:	\$ 62.11
4 Hours:	\$248.44

SPECIAL RATES FOR CONSTRUCTION / UTILITY JOBS

Construction jobs shall be billed a minimum of four (4) hours and after four (4) hours, shall be billed a minimum of eight (8) hours and per hour for any time after the first eight (8) hours during the weekdays.

Hourly:	\$ 62.11
4 Hours:	\$248.44
8 Hours:	\$496.80

WEEKEND AND HOLIDAY RATES FOR CONSTRUCTION/UTILITY JOBS

On weekends and holidays (as defined below) the compensation rate shall be double time and one-half.

Hourly:	\$103.78
4 Hours:	\$415.20
8 Hours:	\$830.26

Weekend: 0001 hrs. (1201 AM) Saturday until 2400 hrs. (1200 Midnight) Sunday

2016 Holidays:

New Year's Day	Friday, January 1, 2016
Martin Luther King Day	Monday, January 18, 2016
Lincoln's Birthday	Friday, February 12, 2016
Washington's Birthday	Tuesday, February 22, 2016
Good Friday	Friday, March 25, 2016
Easter Sunday	Sunday, March 27, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2015
Labor Day	Monday, September 5, 2016
Columbus Day	Monday, October 10, 2016
Veteran's Day	Friday, November 11, 2016
Thanksgiving Day	Thursday, November 24, 2016
Christmas Day	Sunday, December 25, 2016
New Year's Day	Sunday, January 1, 2017