

**GUILFORD POLICE DEPARTMENT**  
**EXTRA POLICE DUTY/CONSTRUCTION JOBS REQUEST**

Effective Through June 30, 2017

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: \_\_\_\_\_

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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 \_\_\_\_\_

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**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

**2017 Holidays:**

New Year's Day	Sunday, January 1, 2017
Martin Luther King Day	Monday, January 16, 2017
Lincoln's Birthday	Sunday, February 12, 2017
Washington's Birthday	Wednesday, February 22, 2017
Good Friday	Friday, April 14, 2017
Easter Sunday	Sunday, April 16, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday, October 9, 2017
Veteran's Day	Saturday, November 11, 2017
Thanksgiving Day	Thursday, November 23, 2017
Christmas Day	Monday, December 25, 2017
New Year's Day	Monday, January 1, 2018