

GUILFORD POLICE DEPARTMENT
EXTRA POLICE DUTY/CONSTRUCTION JOBS REQUEST

Effective July 1, 2017 through June 30, 2018

Name: _____

(Individual, Organization, and/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. ***Effective July 1, 2017** an additional 7.50% Administration Fee will be charged including police services and police vehicle(s).
- F.. 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.
- G. 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.

Hourly rates **DO NOT INCLUDE** Administrative Fee charge(s).

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: \$ 63.67

4 Hours: \$254.68

SPECIAL RATES FOR CONSTRUCTION / UTILITY JOBS

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

Hourly: \$ 63.67

4 Hours: \$254.68

8 Hours: \$509.36

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: \$106.11

4 Hours: \$424.45

8 Hours: \$848.90

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

2017/2018 Holidays:

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
Martin Luther King Day	Monday, January 15, 2018
Lincoln's Birthday	Monday, February 12, 2018
Washington's Birthday	Thursday, February 22, 2018
Good Friday	Friday, March 30, 2018
Easter Sunday	Sunday, April 1, 2018
Memorial Day	Monday, May 28, 2018