



Plainfield Police Department

"Honorable Service"

Chief of Police, Michael G. Surprenant

210 Norwich Rd. Plainfield, CT 06374

(860)564-0804 fax (860)564-0808

www.plainfieldctpolice.com

REQUEST FOR SPECIAL DUTY OFFICER(S)

Section A: Employer Information

Company or Individual's Name: _____

Mailing Address: _____ City/State/Zip: _____

Billing Address: _____ City/State/Zip: _____

Billing Email Address: _____ Phone: (____) _____ - _____

Primary Contact: _____

Section B: Job Information

Job Name & Work Order #: _____ Job Type: _____

On-Site Contact Person: _____ Cell Phone: (____) _____ - _____

Job Location: _____ Meet Location: _____

Job Date(s): _____ Start Time: _____ End Time: _____

Section C: Number of Officers & Payment

I request _____ (Number of Police Officers) for the above job. I understand that I will be billed **Ninety Dollars (\$90.00)** per hour, per police officer. I further understand that each officer will be equipped with a police cruiser but that I will **NOT** incur additional charges for said vehicle(s).

Per Union Contract, Plainfield Police Officers will be paid **Ninety-five Dollars (\$95.00)** per hour, per officer for working on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Section D: Cancellation Notice

Per Union Contract, Plainfield Police Officers must be paid a minimum of four (4) hours. This minimum will apply unless notification of job cancellation is made to the Plainfield Police Department twelve (12) hours prior to the starting time of the job. Generally, requests for Officers should be made forty-eight (48) hours prior to the start time. **(PLEASE INITIAL: _____)**

Section E: Agreement & Signature

I have read this form and agree to all conditions as stated above.

Signature: _____ Name Printed: _____ Date: ____/____/____

Please do not write below this line. For Plainfield Police Department Supervisor signature.

Authorized by: _____ Badge #: _____ Date: ____/____/____