



# Police Department New Providence, New Jersey



## REQUEST FOR OVERTIME POLICE OFFICERS

COMPANY REPRESENTATIVE PLEASE TYPE OR PRINT			
Company Name:			
Company Address			
Name of company representative:		Signature:	
Phone #	Off hours emergency contact Phone #		
Day and date of event:	Start time:	End Time:	
Number of officers needed:			
Number of Vehicles Needed (\$50 per day, per vehicle):			
Variable Message Board (VMB) (\$100 per day):			
Billing name and address:			

**LOCATION POLICE OFFICERS SHOULD REPORT FOR WORK DETAIL:**

FOR DEPARTMENT USE ONLY				
Officer #1	Start Time:	End Time:	Hours to be billed	Officers Initials:
Officer #2	Start Time:	End Time:	Hours to be billed	Officers Initials:
Officer #3	Start Time:	End Time:	Hours to be billed	Officers Initials:
Officer #4	Start Time:	End Time:	Hours to be billed	Officers Initials:

**THE FOLLOWING PROCEDURES MUST BE FOLLOWED IN HIRING OFF DUTY POLICE OFFICERS.**

- Complete this form and fax it to the Patrol Captain at (908) 665-9873 at least **48 hours** in advance of the job.
- A check with an **ESTIMATED PAYMENT** of \$65.00 per officer hour **MUST** be dropped off to the Police Department prior to the commencement of the job. If the charges exceed the estimated payment you will be billed for the balance. If the charges are less you will receive a refund the following month.
- Compensation for the officers hours worked is based upon the officers overtime rate plus a \$10.00 per hour administrative charge. As of January 2008, the average rate, including the administrative charge is \$50.00 - \$85.00 per hour.

**CONTRACTORS CONTRACTUAL OBLIGATIONS:**

- In the event you are unable to work, you **MUST** notify the police desk at (908) 665-1111 at least two hours before the commencement time of the job. Failure to do so will result in you being obligated to pay for the overtime officer(s) for a four-hour minimum.
- Once a job has commenced the contractor is committed to compensate each officer for the requested time frame stipulated on the request form up to eight (8) hours. When the job exceeds the contractual time frame, the contractor is committed to two-hour increments for time spent after the contractual time.

I, \_\_\_\_\_ have read this contractual agreement with the New Providence Police Department  
Print Name

and agree to all terms and conditions contained. \_\_\_\_\_  
Signature of representative Date