

**CLINTON POLICE DEPARTMENT**  
**REQUEST AND AGREEMENT FOR OUTSIDE POLICE SERVICES**  
**FAX 860-669-7871**

The \_\_\_\_\_ of  
(Individual, organization, corporation, company)

Address: \_\_\_\_\_

Requests (**circle**) the following police services: **Traffic Control** **Crowd Control** **Security**

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Finishing Time: \_\_\_\_\_

Type of event: \_\_\_\_\_

Location: \_\_\_\_\_

# Of Officers (car included): \_\_\_\_\_ anticipated attendance: \_\_\_\_\_

I/we understand and agree to the following:

- a. Fee will be charged for a minimum of four hours at a rate of (\$78.98 per hour) on regular days and (\$100.31 per hour) on holidays. The holidays are as follows: New Year's Day, Martin Luther King Day, President's Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, July 4<sup>th</sup>, Labor Day, Memorial Day, Easter Sunday, Columbus Day, the employee's birthday.
- b. There will be an Administrative Surcharge of 15%.
- c. Payment for such fees will be made within thirty (30) days of billing. The Town of Clinton reserves the right to recover from the requesting entity all costs of collection of any unpaid bill, including reasonable attorney fee(s).
- d. There shall be a minimum of **four-hour cancellation notice** on all outside duty jobs otherwise the four (4) hour minimum payment will apply.
- e. Availability of officers for the date and time requested is not guaranteed. Email notifications are sent to the provided email address when an officer is assigned to the job.
- f. To request an officer, contact the front desk at 860-669-0451 and ask to speak with either the Administrative Captain or the On-Duty Supervisor in regards to an outside contractor job.

Bill To: \_\_\_\_\_

Address: \_\_\_\_\_

Requested By: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date/Time of Request: \_\_\_\_\_