

PLAINFIELD POLICE DEPARTMENT



Mario A. Arriaga
Chief of Police

Town of Plainfield, Connecticut
210 Norwich Road
Plainfield, CT 06374
Phone: (860) 564-0804
www.plainfieldctpolice.com



William D. Wolfburg
Deputy Chief of Police

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 **One Hundred Thirty Dollars (\$130.00)** per hour, per police officer. Plainfield Police Officers must be paid a minimum of four (4) hours and thereafter be paid in two (2) hour increments. 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).

Vendors must pay Plainfield Police Department **One Hundred Fifty-Five Dollars (\$155.00)** 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

This minimum payment will also 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. Departmental Use Only.

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