



DEPARTMENT OF POLICE EGG HARBOR TOWNSHIP

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Raymond Davis
Chief of Police

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Extra Duty Detail Information Sheet

May this serve as notice to any business that may require hiring a police officer to perform traffic control or other special duties within Egg Harbor Township.

1. An **EXTRA DUTY DETAIL APPLICATION FORM** must be completed by vendor. Vendor **MUST** provide Emergency Contact Information for someone who can be reached at all times.
2. A detailed, MUTCD compliant traffic control plan must be submitted and approved by the Traffic Sergeant prior to assignment of officers to a job.
3. Once the detail is approved by the Traffic Sergeant, an escrow check in the amount of at least 50% of the total estimated job must be received by the Logistics Clerk no later than 12 noon the day prior to the start of the job.
4. Checks should be made payable to: *Egg Harbor Township Police Department* and delivered to the address above to the attention of the Logistics Clerk.
5. Extra Duty Detail is billed at **\$75.00 per hour** for one officer and a vehicle and will be billed in full hours (no ½ hour increments).
6. If any escrow remains after the completion of the job, it can be retained for future jobs, or reimbursed through written request by the vendor.
7. Additional escrow funds will be required if a job does not finish on time, or if emergent situations arise.
8. Jobs may be cancelled up to two hours before the start of a shift by the vendor, with no charges. *If an officer arrives at the job, and is then cancelled, a minimum of 2 hours will be billed to the vendor.*

9. TO CANCEL A JOB

Between the hours of 8:00am-4:30pm (Mon thru Fri)

Call the Logistics Clerk at 609-926-4119, the Traffic Sergeant at 609-926-2661, **OR** the Operations Clerk at 609-926-4034.

After hours, weekends, and holidays

Call EHTPD Dispatch at 609-927-5200

The vendor is also required to send an email to: ASTAFFORD@EHTPD.COM in the event a job is cancelled.