



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. Submit an **EXTRA DUTY DETAIL APPLICATION FORM**. Vendor **MUST** provide Emergency Contact Information for someone who can be reached at all times.
2. Submit a detailed, MUTCD compliant, traffic control plan for approval by the Traffic Sergeant. The Sergeant will determine if EHTPD officers are required to assist with the traffic plan onsite. This approval **MUST** be obtained before the job can proceed, whether officers are needed or not. County roads will also need approval from the county engineer's office.
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 submitted to 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. Effective 3/28/18, all officers required for Extra Duty Details will be billed at **\$90.00 per hour** (two hour min.) for one officer and a marked patrol vehicle. Billing will be in full hours (no 1/2 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.

NEED TO CANCEL??

Jobs must be cancelled at least two hours before the start of a shift. In the event a job is canceled without two hours' notice, a minimum of 2 hours (\$180) will be billed to the vendor for each officer assigned to the detail.

TO CANCEL A JOB (2 HOURS PRIOR TO START TIME NEEDED)

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

Call April Stafford, Logistics Clerk at 609-926-4119, or Sgt. Graham, Traffic Sergeant at 609-926-2661.

After hours, weekends, and holidays

Call the EHTPD Dispatch non-emergency number: 609-927-5200.

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