



NEW LONDON POLICE DEPT.

Sergeant Gregory L. Moreau Records Supervisor
5 Governor Winthrop Blvd.
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(860) 437-6384
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FAX (860)701-3474



POLICE DETAIL HIRING PROTOCOL

Bruce Rinehart
Chief of Police

FAX
(860)701-3474

Information
(860)447-5269

Police Records
(860)447-5282

Investigations
(860)447-1481

Uniform Services
(860)447-5287

Juvenile Office
(860)447-5278

Traffic Services
(860)447-5280

Administration
(860)447-5261

Narcotics
(860)447-5288

The purpose of this notice is to provide a uniform protocol and general information for the hiring of Police Officers for private detail work.

All requests for private detail officers **MUST** be made via a fax to the New London Police Department Records Division. The fax should be on company letterhead. The fax must contain the following information:

- The name of the company and a point of contact who will be available on a consistent basis. Telephone number(s) for the point of contact, including office and cellular telephone(s).
- Billing information is to include the name, address, and telephone numbers (office, cellular, and fax) for the person(s) or corporation(s) responsible for the bill. Also include a Purchase Order number if applicable.
- The number of Police Officers needed. Indicate whether or not marked Police Cars are needed. (NOTE: For safety reasons i.e. poor weather, lighting conditions, traffic volume, etc., marked Police cars might become a mandated item.)
- Specific start and finish times for the job, as well as the location(s).

We realize that there are certain circumstances that are beyond anyone's control. We do ask that any request for Police Officers are made as soon as possible prior to the date and time that the officer(s) are needed. Last minute requests and requests made on the day of the job are very difficult to fill.

For information regarding the cost of hiring a Police Officer, please see the attached pricing list. Note: The rate for hiring an officer with a marked Police car differs from hiring an officer without a vehicle.



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First time vendors and vendors with prior payment issues might be required to pay in advance.

In the event that there is an emergency situation after hours and you will need a detail officer as soon as possible, you may call the Shift Commander at (860) 447-5281, Fax (860) 447-5279

If there are any questions regarding traffic laws, road closures, restrictions, etc., please contact our Traffic Division at (860) 447- 5280 and ask to speak with the Traffic Officer.

If there are any questions or concerns regarding any of the information contained in this notice, please do not hesitate to contact the New London Police Department Records Division at (860) 447-5282.

Please copy the attached request form onto your company letterhead, complete all of the fields and return the form via fax.

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NEW LONDON POLICE PRIVATE DETAIL REQUEST

COMPANY AND BILLING INFORMATION

Name of Company: _____

Point of Contact: _____

POC Telephone – Office: _____ Mobile: _____

Responsible Person/Corporation (Billing): _____

Billing Address: _____

Billing Telephone – Office: _____ Fax: _____

Mobile: _____

Purchase Order Number (if applicable): _____

JOB SPECIFIC INFORMATION

Date of Job: _____

Start Time: _____ AM / PM - End Time: _____ AM / PM

Number of Officer Needed: _____ Number of Marked Police Cars Needed: _____

Specific Location of Job: _____

Brief Description of Job: (i.e. Traffic Control, Crowd Control, etc.) _____

Have you hired a New London Police Officer in the past? Yes / No

If yes, please provide up to three dates: _____

Additional Information You feel we May Need: _____

Signature of Requestor: _____ Date: _____

Name and Title of Requestor: _____

NEW LONDON POLICE DEPARTMENT

Memo

To: Captain Margaret Ackley
From: Brenda Fleming, Assistant to the Police Chief *B.F.*
Date: February 25, 2009
Re: **Police Private Protection**

Effective **April 2, 2009**, new billing rates for Police Private Protection will be implemented: There will be a flat fee of \$45.50 per hour, a 30% Administrative Fee and the new rate for a vehicle will be \$25.00 per hour. The breakdown is as follows:

	<u>Hours</u>	<u>Amount</u>	<u>30 %</u>	<u>Total</u>
Officer	4 Hrs	\$182.00	\$54.60	\$236.60
Officer	8 Hrs	\$364.00	\$109.20	\$473.20

Effective July 1, 2009: Rate will change to \$47.75 per hour

Officer	4 Hrs	\$191.00	\$57.30	\$248.30
Officer	8 Hrs	\$382.00	\$114.60	\$496.60

Please note that these fees will include any applicable taxes. The Union Contract still stands as it relates to Hours of Work, anything over four (4) hours will be paid at 8 hours. The rates for X-tra duty have not changed (for the Board of Education, NLHS, etc).

If you have any questions, please feel free to contact me.

Cc: Sgt Gregory Moreau