

**Manchester Township Police Department
William C. Brase, Chief of Police
1 Colonial Drive
Manchester, New Jersey 08759**

REQUEST FOR OFF DUTY POLICE OFFICERS

As of **1 July 2008**, the cost for an off duty police officer is **\$65.00** per hour.

As of **1 July 2009**, the cost for an off duty police officer is **\$75.00** per hour.

Any off duty employment contracted by the Manchester Board of Education is \$55.00 per hour. Officers will be paid a minimum of ¾ of the time they are contracted, regardless of actual hours worked.

(Example- Contracted for 8 hours, work completed in 4 hours, minimum pay of 6 hours)

The Manchester Township Finance Office must verify sufficiency of accounts PRIOR to start of Jobs.

An Accounting for Services used may be requested from the finance Office at (732) 756-8121 Ext 1137.

Any Refunds must be requested in Writing.

ALL REQUESTS MUST BE FAXED "ATTENTION WATCH COMMANDER" at (732) 657-2764

PLEASE SCHEDULE AS FAR IN ADVANCE AS POSSIBLE, PREFERRED 3 DAYS NOTICE

****** CANCELLATION POLICY******

ALL CANCELLATION notifications must be called into (732)657-6111 and notice must be given to the on duty WATCH COMMANDER. Failure to notify the on duty Watch Commander of a cancellation or notifying the Watch Commander with less than two (2) hours notice before the scheduled start of the job will result in the four (4) hour cancellation fee being assessed

REQUESTOR INFORMATION	
Date	
Name	
Address	
Telephone	
Request Authorized By: (Signature Required) _____	

EVENT INFORMATION					
Date		Start Time		End Time	
Location					
Number of Officers Requested					
Time / Hours					
Total Payment Submitted					

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APPROVED _____

Finance Director Chief of Police

Officer: _____ Officer Signature: _____

Date: _____ Time: _____ Hours: _____

