


Montclair
Police Department
647 Bloomfield Avenue
Montclair, New Jersey 07042-2887

**REQUEST FOR POLICE OFFICER
MOVIE/COMMERCIAL/SECURITY**

The Chief of Police of the Montclair Police Department or his designated agent has the authority to act within his direction to assign members of the Police Department, not scheduled for regular duty, to render special services as a Police Officer. Special services are defined as those services of a Police Officer requested, and to be paid for, by a private person, licensee or entity including, but not limited to construction site or security jobs. **The employing party shall remit directly to the Township of Montclair, the full amount due for services rendered by Police Officers, either through established escrow accounts or prior payment check. MAKE ALL CHECKS PAYABLE TO TOWNSHIP OF MONTCLAIR.**

I REQUEST _____ POLICE OFFICER AND _____ VEHICLE FOR A SPECIAL DUTY ASSIGNMENT.

DATE(S): FROM _____ TO _____

LOCATION: _____ HOURS: FROM _____ TO _____

I UNDERSTAND THAT I WILL BE CHARGED THE FOLLOWING RATE: \$71.00 PER HOUR FOR EACH OFFICER, PLUS \$4.00 PER HOUR ADMINISTRATION COST, FOR A TOTAL OF \$75.00 PER HOUR. AN ADDITIONAL FEE OF \$10.00 PER HOUR WILL BE CHARGED WHEN A POLICE VEHICLE IS USED. *I UNDERSTAND THAT THE MINIMUM CHARGE FOR SPECIAL SERVICE SHALL BE FOUR (4) HOURS REGARDLESS OF HOURS WORKED. I ALSO UNDERSTAND THAT I WILL BE CHARGED A MINIMUM OF FOUR (4) HOUR FEE IF A JOB IS CANCELLED WITH LESS THAN TWELVE (12) HOURS NOTICE PRIOR TO THE SCHEDULED START TIME. IF THE OFFICER WORKS INTO ANY HOUR, THEY WILL BE COMPENSATED FOR THE ENTIRE HOUR.*

MAKE ALL CHECKS PAYABLE TO **TOWNSHIP OF MONTCLAIR.**

Please Note the Following: If you must cancel a scheduled job call the Traffic Bureau at 973-509-4752 during the business hours of 7:00am - 4:30pm. If you are calling outside of the Traffic Bureau business hours please call the Montclair Police Department desk at 973-509-4749.

Police Officers shall be subject to the Rules and Regulations of the Montclair Police Department while performing such special services. They shall not engage in any activity which could be considered a private benefit to the private person, license or entity requesting special service.

The Chief of Police or his designee shall have the authority to order any Police Officer engaged in a special assignment within the Township of Montclair, to respond to any emergency situation occurring within the Township of Montclair. The Chief of Police or his designee shall also have the right to order any special assignment terminated whenever said assignment creates an unacceptable risk to the health, safety, and welfare of the Officer or the citizen of the Township of Montclair.

In the event the Officer is assigned to an emergency situation, the Chief of Police or his designee shall make a note of said emergency situation, as well as the time the said Officer was removed from said special assignment.

In any situation where a Police Officer is performing a special assignment, and is called to an emergency situation, said private person, licensee or entity shall not be responsible for payment of the Officer's hourly rate, until such time as said Police Officer returns to the special assignment.

SIGNATURE _____ TITLE _____

AGENCY _____ EMAIL _____

ADDRESS _____

TELEPHONE _____ DATE _____

Do not write below this line

APPROVED BY _____ MONTCLAIR POLICE DEPARTMENT

DATE _____