



Jefferson Township Police Department

Sean D. Conrad

Chief of Police



October 19, 2018

POLICE OUTSIDE EMPLOYMENT VENDORS

Re: Procedure Required Before Any Future Jobs

Dear Vendor:

immediately, with the exception of emergencies¹, it is required that all vendors complete and submit the enclosed application **prior to every job**. In addition to the completed application, prior to every job, every vendor must also produce a Certificate of Insurance² (naming the Township of Jefferson as an additional insured) and an Escrow Check (formula for determining the amount is on the application) payable to "Township of Jefferson, Division of Police." The Certificate of Insurance and Escrow Check are more fully described in the "Read before Signing" paragraph on the attached application. **If you routinely subcontract companies to do work on your company's behalf, please share this with their administration, as these requirements apply to them as well.**

Please do not call to set up a police officer for a job until all paperwork and escrow check has been submitted. You may email the application and Certificate of Insurance to squenault@jeffersonpolice.com. The Escrow Check should be made payable to "Township of Jefferson, Division of Police," and should be directed to the attention of "Shelley."

Your cooperation is appreciated. If you have any questions, please feel free to contact my Administrative Assistant, Shelley, at 973-208-6151 or squenault@jeffersonpolice.com.

Very truly yours,

Sean D. Conrad
Chief of Police

SDC/sqe

Enclosure

cc: All JTPD Officers (via email)
State of New Jersey, Department of Transportation

¹In the event of an emergency, it is requested that the requirements set forth above be met as soon as possible following the commencement of the job.

²If you regularly hire police officers for traffic control, you may submit a single Certificate of Insurance covering the present date to the end of the current year in lieu of a Certificate of Insurance for each job.

**Township of Jefferson
Division of Police**

Police Services Application

Contracting Agent: _____ **Contact Person:** _____

Address: _____ **Phone:** _____

herein requests to contract with the Township of Jefferson, Division of Police, to provide Police Services

on the following date(s): **FROM:** _____ **TO:** _____

at the following time(s): **FROM:** _____ AM PM **TO:** _____ AM PM

Number of Officers to be assigned/requested: _____

at the following location: _____

Duties to be performed: _____

Read Before Signing

Notice: The Township of Jefferson accepts this agreement with the express understanding and agreement that the Chief of Police must give priority to Division responsibilities and has no obligation to fulfill this Agreement, nor responsibility or liability for failure to fulfill the same based upon Division priorities.

Said services are contracted for in accordance with provisions set forth in Township Ordinance 9-03, "Contracted Police Services." If applicable, all contractors performing any road construction activity must comply with Township Ordinance 10-03, "Road Excavations." **All Contractors Shall Provide A Certificate Of Insurance** listing the Township of Jefferson as an additional insured, as per Township Ordinance 9-03. **The Certificate of Insurance must accompany this completed application.**

All Police Officer hourly rates and Police Vehicle fees are set and established as per local ordinance. It is agreed that all officers assigned will be paid a four (4) hour minimum work day (three (3) hours for public entities), and a two (2) hour minimum work day for any cancellations without twelve (12) hours' prior notice. All checks should be made payable to the "Township of Jefferson, Division of Police" and accompany this completed application. A Police Services Work sheet will be provided on the day of service for each officers scheduled. The Contracting Agent agrees to indemnify and hold harmless the Township of Jefferson for any and all claims and damages that may arise from the off-duty Police Officer's employment.

The four fees below are used to calculate the escrow check. Calculate one at a time and then add the totals.

1. Police Officer (PO) Fee: _____ x \$85.00 x _____ = \$ _____
OF HOURS # OF POs REQ'D POLICE OFFICER FEE

2. FICA (Police Officer Fee _____ x 0.0765% = \$ _____
FICA

3. Admin. Fee: (Police Officer _____ x 15% - FICA = \$ _____
ADMIN. FEE

4. Police Vehicle Fee: (check one): 4 hours or less: \$50
 Over 4 hours: \$100
 Police Vehicle Fee _____ x # of police cars (1 car per PO) = \$ _____
\$50 or \$100 POLICE VEHICLE FEE

Total Amount Due in Escrow (Before Officers Can Be Assignment) = \$ _____
(1. Police Officer Fee + 2. FICA + 3. Admin. Fee + 4. Police Vehicle Fee) ESCROW CHECK AMOUNT

*****ESCROW CHECK & CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION*****

This agreement is entered into this _____ day of _____, 20_____, by

_____ as a duly authorized agent for the Firm/Individual/Organization listed above.
(print name and title)

Signature

For Department Use Only - Do Not Write Below This Line

Approved: _____ **Denied:** _____ **Liability Rec'd:** _____ **Escrow Rec'd:** _____

Sean D. Conrad, Chief of Police