



NEW LONDON POLICE DEPT.

Sergeant Gregory L. Moreau Records Supervisor

5 Governor Winthrop Blvd.

New London, CT 06320

(860) 437-4599

PD_Records@ci.new-london.ct.us

FAX (860)701-3474



POLICE DETAIL HIRING PROTOCOL

Margaret Ackley
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: _____ Email Address: _____

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

POLICE PRIVATE PROTECTION RATES

Effective July 1, 2013, the billing rate for Police Private Protection is as follows (not including any applicable taxes):

	# of Hours	Rate	Admin. Fee (30%)	Total Cost
1 Officer	4 Hours	\$300.00	\$ 90.00	\$390.00
1 Officer	8 Hours	\$600.00	\$180.00	\$780.00

Hours in excess of four (4) and up to eight (8), will be billed as eight (8) hours.

Hours in excess of eight (8), will be billed at \$75.00 per hour plus a 30% administrative fee and any applicable taxes.

Should your job require the use of a New London Police Department vehicle, the cost will be \$50.00 per hour plus any applicable taxes.

Should you have any questions regarding billing rates, please call the New London Police Department's administration office at (860) 447-5263.