

POLICE OFF-DUTY REQUEST INSTRUCTIONS

All off-duty police assignments are managed by Jobs4Blue. Their hotline number is 877-425-8330 and they are available 24/7/365.

The charge rate is \$85.00 per hour plus a 7% scheduling fee (\$90.95). There is a 4-hour minimum for all assignments.

As per Township Ordinance 2-18.11, "Special Duty Assignment for Police Officers": An Escrow deposit equaling the anticipated costs to be incurred during the duration of the project, shall accompany the signed contract and be turned over to the Police Department before the project will be assigned."

As of Monday, July 13, 2020 all escrow deposits will be paid to Jobs4Blue

The Contractor, if awarded, does hereby agree to hold harmless and indemnify the Township, its employees and agents from any and all liability to third parties for personal injury or property damage which may be attributable in whole or in part, to the performance of this assignment. The contractor shall be liable for all personal injury and/or property damage to Township employees or agents and Township owned or leased equipment and vehicles.

Cancellation/Billing Policy:

1. Any contractor cancelling a job two hours or less before start time will be billed four (4) hours. Any contractor who cancels after the scheduled start time will be billed for the total hours originally scheduled.
2. Contractors will be billed in half hour increments for every quarter hour or more worked/contracted; (Example: 8am to 4p.m. goes until 4:15p.m. 8.5 hours will be billed).
3. Jobs will be billed for the total hours contracted. (Example: If the job was scheduled to last 8 hours, but is completed in 4 hours, you will be billed for the 8-hour day originally contracted).