



LUKE BRONIN
Mayor

REQUEST FOR PRIVATE DUTY POLICE SERVICES

HARTFORD POLICE DEPARTMENT

253 High Street
Hartford, Connecticut 06103

Telephone: (860) 757-4330
PrivateDutyServices@hartford.gov
www.hartford.gov/police



JASON THODY
Interim Chief of
Police

PRIVATE DUTY DETAIL REQUEST AND APPLICATION

(Not applicable for XFinity Theater)

BILLING INFORMATION

Business Name: Billing Contact:
Billing Address: City/State/Zip:
Phone Number: Fax Number:
Email Address:

DETAIL REQUEST INFORMATION

Detail Address: Business Name:
Contact Person: Contact Number:
Email Address:
Date(s) or Days:
Times:
Type of Event: Expected Attendance:
Number of Officers:

To be filled out by Applicant: City of Hartford Special Permit Issued: **Yes (please attach)** **No**
Specific Requirements (Security Assignments, Traffic Posts, Responsibilities, Etc.):

RATE SCHEDULE:

“REGULAR” Private Job (PJ) Billable Rate

Rank	Daily Rate (Minimun 8 Hours)	Hourly Rate above 8 Hours (@ 1.5 x Hourly Rate)
Police Officer	\$584.00	\$110.00
Police Sergeant or Lieutenant*	\$808.00	\$152.00

“CONSTRUCTION” Private Job (PJ) Billable Rate**

Rank	Daily Rate minimum 8 hours (@ 1.5 x hourly rate)	Daily Rate (minimum 8 hours & 2 x hourly rate)	Hourly Rate above 8 hours (@ 2 x per hour)
Police Officer	\$880.00	\$1,168.00	\$146.00
Police Sergeant or Lieutenant*	\$1,216.00	\$1,616.00	\$202.00

NOTES:

*This rate is billed only if the Sergeant or Lieutenant is supervising other Police Officers at the job.

** Rates apply to those private jobs worked on weekends and holidays; all other PJs are billed at the “Regular” PJ rate.

ADDITIONAL CHARGES

An applicant will be assessed a \$20 fee for any check that is returned due to lack of funds.

TERMS AND CONDITIONS

1. Assignment of extra duty police personnel is subject to the terms and conditions set forth in the Hartford Police Union Collective Bargaining Agreement and any City of Hartford Private Duty Jobs Policy
2. The minimum assignment time for extra duty police services is eight hours.

REQUEST FOR PRIVATE DUTY POLICE SERVICES (CONT'D)

3. Routine non-emergency private police services shall be requested with the HPD Auxiliary Services Division at (860)757-4330 not less than twenty-four (24) hours in advance.
4. Such requests may be submitted via email online by completing the Private Duty Detail Request. A request is available at www.hartford.gov/police. Applicants should receive an email confirming approval of application.
5. If the private police services are requested for the construction job, a copy of the valid permit shall be submitted with the Private Duty Detail Request and Application and an original permit should be retained on the job site.
6. **Cancellations** must be received **via phone** at least 2 hours prior to the time when the requested services are to be performed. If the cancellation notification is not received via phone at least 2 hours prior to the start time, the applicant will be charged for 4 hours of service at the applicable rate. For cancellations received after the scheduled start time for the work, in instances where the work has commenced, the full amount for services requested on the application shall be due.
7. Per union contract, when a Private Duty Detail requires three (3) to six (6) officers, one (1) Sergeant will be assigned to such job if available and such hours will be billed to the applicant. Per union contract, if the detail requires two (2) to five (5) Sergeants, one (1) Lieutenant or above will be assigned to such job, if available, and such hours will be billed to the applicant. It may be necessary for the private job supervisor to adjust the number of Sergeants and Lieutenants assigned if circumstances warrant, in which case the applicant will be solely financially responsible for such adjustments. One (1) Police Captain will normally be assigned, if available, when two (2) or more Lieutenants are assigned to the same private job.
8. All invoices are due and payable upon receipt and must be paid in full **no later than 30 days** of invoice date. Nothing herein shall be construed as requiring payment in advance.
9. The applicant will incur monthly interest charges of 1.5% for all invoices older than 30 days, or at the interest rate allowed by law, whichever is lower.
10. In addition to accrued interest, failure to pay any invoice **after 60 days from its due date** may result in suspension of the account and /or the account submittal for collection or other legal action. Suspension will remain in effect until the account is current or a payment plan agreement is in place. Interest charges will continue to accrue.
11. Applicants must be current with all financial obligations, taxes and/or fees due to the City of Hartford, including, but is not limited to, general property taxes, miscellaneous permits, false alarm fees, fire watch fees and/or special event charges. The City reserves the right not to lift the suspension until all monies owed to the City are satisfied.
12. While on suspension the applicant will not be allowed to hire private duty officers until the account comes current. Notwithstanding the foregoing, and irrespective of any other provision herein, Police Chief reserves the right to require private duty extra officer(s) for public safety reasons.
13. Applicants must comply with all requirements of state, local and federal laws, regulations, codes and ordinances.
14. Applicant signature constitutes full agreement to the terms and conditions and financial responsibility for the private duty services requested and provided.
15. All parties agree that the Hartford Police Department may, at any time and for any reason, amend the terms and conditions of this agreement with written notice of the changed terms.

PAYMENT INFORMATION

Payments must be made payable to:
Include remittance copy and send to:

CITY OF HARTFORD
CITY OF HARTFORD
Revenue Management & Collections Division
550 Main Street, Room 303
Hartford, CT 06103

A duly signed copy of this request/application, transmitted by electronic facsimile or email, shall be construed as valid and enforceable as an original request/application between the parties. The individual executing this request/application on behalf of the applicant affirms they are authorized to do so thereby binding the applicant to all terms and conditions contained herein.

I have read, understood, and agree to the above terms and conditions. Applicant signature constitutes full agreement to the terms and conditions and financial responsibility for the private duty services requested and provided.

I am authorized to sign on behalf of the above-listed business, or corporation and/or entity (if applicable).

Applicant's Name (PRINT): _____ Applicants' Title: _____

Applicant's Signature: _____ Date: _____

AUXILIARY SERVICE SUPERVISOR _____ **DATE:** _____

() APPROVED () DECLINED

FISCAL MANAGER SIGNATURE _____ **DATE:** _____