

**Manchester Township Police Department  
 Brian J. Klimakowski, Chief of Police  
 1 Colonial Drive  
 Manchester, New Jersey 08759**

<b>REQUEST FOR OFF DUTY POLICE OFFICERS</b>
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\*\*\*As of **1 July 2009**, the cost for an off duty police officer is **\$75.00** per hour.\*\*\*  
 Any off duty employment contracted by the Manchester Board of Education is \$55.00 per hour. Officers will be paid a minimum of ¾ of the time they are contracted, regardless of actual hours worked.  
 (Example- Contracted for 8 hours, work completed in 4 hours, minimum pay of 6 hours)

The Manchester Township Finance Office must verify sufficiency of accounts PRIOR to start of Jobs.  
 An Accounting for Services used may be requested from the finance Office at (732) 756-8121 Ext 3602.  
 Any Refunds must be requested in Writing.

**ALL REQUESTS MUST BE FAXED “ATTENTION WATCH COMMANDER” at (732) 657-2764**

**PLEASE SCHEDULE AS FAR IN ADVANCE AS POSSIBLE, PREFERRED 3 DAYS NOTICE**

**\*\*\*\* CANCELLATION POLICY\*\*\*\***

*ALL CANCELLATION notifications must be called into (732)657-6111 and notice must be given to the on duty WATCH COMMANDER. Failure to notify the on duty Watch Commander of a cancellation or notifying the Watch Commander with less than two (2) hours notice before the scheduled start of the job will result in the four (4) hour cancellation fee being assessed*

REQUESTOR INFORMATION	
<b>Date</b>	
<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Request Authorized By:</b> (Signature Required) _____	

EVENT INFORMATION					
<b>Date</b>		<b>Start Time</b>		<b>End Time</b>	
<b>Location</b>					
<b>Number of Officers Requested</b>					
<b>Time / Hours</b>					
<b>Total Payment Submitted</b>					

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**APPROVED** \_\_\_\_\_

Finance Director Chief of Police

Officer: \_\_\_\_\_ Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Hours: \_\_\_\_\_