



MENDHAM TOWNSHIP POLICE DEPARTMENT
CONTRACT SERVICES AGREEMENT

Requesting Entity : _____

Responsible Party: _____

Billing Address: _____

Telephone (Day) _____ Night/Cell _____

Fax _____ Email _____

The Township of Mendham through the PD shall provide police services to requesting entity on the date(s) indicated herein. The Officer(s) so assigned shall remain under the command and control of the PD and shall only be responsible to perform such duty as is appropriate to the police function. Should an emergency requiring police action occur and necessitate the officer assigned to leave the detail, that officer shall perform his duties with minimal disruption to the detail.

Full description of the services requested and the event or activity shall be set forth on page two of this contract by the requesting entity. The Chief of Police or his designee will have final authority in respect to the degree of police services that shall be delivered.

The Township of Mendham will provide the assigned officers with Workman's Compensation Insurance, Social Security Tax and any other required taxes.

The cost of the police service is \$85.00 per hour. As per union contract Officers will be paid a minimum of 4 hours for their services. Officers that work 30 minutes of the next hour will be paid for that full hour.

All outside police details must be approved by a MTPD supervisor, pending review and approval by the Chief of Police. Police services are to be paid prior to the event. This contract is not binding until a check has been received. The requesting entity shall establish an escrow account with the township finance office by depositing an amount sufficient to cover the estimated cost of the police service.

In the event, police services extend beyond the initial estimate the requesting entity shall be responsible for ensuring that sufficient funds remain in the escrow account. In the event the funds in the escrow account become depleted, the responsible party will be invoiced for additional funds at the completion of the job. Any remaining balance will be refunded by the Township finance office.

Cancellations of police services by the requesting entity shall be made to the police department at 973-543-2581, or in person to a MTPD supervisor at least 12 hours in advance of the scheduled services. In case of emergency, cancellations shall be no later than 2 hours prior to the scheduled time or the requesting entity will be charged 4 hours per scheduled officer.

TYPE OF EVENT _____

SERVICE REQUESTED _____

DATE REQUESTED _____

START TIME _____ END TIME _____ # of DAYS _____

HOURS PER DAY _____ # of Officers _____

TOTAL TO BE DEPOSITED IN ESCROW ACCOUNT _____

Responsible Party Signature _____ Date _____

Checks will be made out to the "Township of Mendham."