

VINELAND POLICE DEPARTMENT
EXTRA DUTY EMPLOYMENT REQUEST

Company Name _____
Address _____
Contact person _____
Phone # _____ fax # _____
Describe nature of work requested; _____

Start date _____ End date _____ Total hrs. _____
Rate : \$57.00 per Officer per hour plus \$5.00 per Officer per hour admin fee.
Cancellation : Must be made (4) hours prior or paid monies are forfeit.
Signature of person filing request _____ date _____
Reviewed by Chief of Police or designee _____ date _____
City council resolution needed in accordance with C.O.38-07. _____
Special Instructions ; _____

EDF-1

Vineland Police Department
Extra Duty Form

Name _____ Company _____

Phone# _____ Fax # _____

You have been approved for receiving extra duty Police Officer services for;

Amount of Officers: _____ Hours _____

date(s) _____ Total amount due _____

The rate for these services is;

\$57.00 per Officer per hour & \$5.00 per Officer per hour admin fee (total \$62.00)

Make check(s) payable to : City of Vineland Attn : Comptroller Office
640 E. Wood St.
Vineland NJ. 08362

1. Bring or mail this form and check to the Police records section at least ten business days prior to event. Vineland Police Dept. Attn: Records
111 N. 6th St.
Vineland , NJ. 08360-3702
2. Records Section will make a copy of this form and check. Send the original EDF-2 form and check to the city Finance Section. Send copies to Staff Sgt. office.
3. The Staff Sergeant office will coordinate with finance and confirm that the monies have been deposited and cleared.
4. Once the monies have cleared, the Staff Sergeant will arrange for the Officer(s) and verify with the requestee the work details.
5. Once the detail is worked, the overtime slip with the proper code will be signed off by a supervisor and submitted to records section.
6. After the detail is worked and all documents filed, the staff Sergeant office will keep all documents until no longer required by law.
EDF-2