



# GREENWICH POLICE DEPARTMENT SIDE JOB AGREEMENT

<b>Date of Request:</b>	<b>Tax ID Number:</b>	<b>Time of Call:</b>		<b>Date of Job:</b>
<b>Company Requesting Officers (Name, Address):</b>		<b>Phone Number:</b>		<b>Location of Job:</b>
<b>Contact Person:</b>		<b>Start Time:</b>	<b>End Time:</b>	<b>Number of Officers Requested:</b>
<b>Billing Information (Vendor name, address):</b>		<b>Phone Number:</b>		<b>Nature of Job/Dress:</b> Nature of Job: Dress:

1. Officers sign up for side jobs on their off-duty time. There is no guarantee of filling the job. However, most jobs are filled. Special Officers may sign up for jobs 24 hours in advance of the start time.
2. The rate is \$75.00 per hour with a four (4) hour minimum. Invoicing is done on a bi-monthly basis.
3. Officers will be entitled to a minimum 30-minute **paid** meal break for side jobs that are more than 7 hours in duration.
4. The Town requires a specific location to meet the work crew if the job is in the roadway, such as an address.
5. If the job is roadwork related, the proper permit must be issued by the Highway Department.
6. If the request is for a Special Event, such as a Fair, Carnival, Race, Demonstration, or Rally, the proper permits must be obtained, including a Special Event permit from the Traffic Division.
7. The Police Department must be informed as to whether the job is traffic control or security-related in nature. In relation to this, dress requests (plainclothes, uniform) must be specifically requested.
8. The following is the applicable Cancellation Policy. It is the responsibility of the requesting party to document the cancellation. Contact the Desk Sergeant to cancel any requests at 203-622-8007.

### Cancellation Policy

**Cancellations received:**

More than twenty-four (24) hours prior to the scheduled start time.	No charge.
Twenty-four (24) hours or less of the scheduled start time.	Four (4) hour minimum payment.
If work is discontinued prior to scheduled end time of a job scheduled for more than four (4) hours.	Actual number of hours worked or four (4) hour minimum, whichever is greater

**I understand and agree to the terms of this agreement:**

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Printed Name)