



Plumsted Township Police

Earl E. Meroney, Chief of Police
2 Cedar Street, New Egypt, NJ 08533

Office: (609) 758-2241 ext. 128

Fax: (609) 758-0123

Requests for Off-Duty Police Officers

Road Job/Extra Duty General Rules & Guidelines for Contractors

- The Plumsted Township Finance Office must verify sufficiency of accounts PRIOR to start of any road job. The fee for extra duty employment services shall be paid by the person or entity requesting the services. Persons or entities requesting services shall pre-pay for such services by placing monies into an escrow account established by the township.
- An accounting for services used may be requested from the Finance Office at (609) 758-2241 ext. 115. All requests for refunds must be made in writing.
- Officers will be paid a minimum of four (4) hours for the time that they are actually contracted, regardless of actual number of hours worked. (Example: Officers contracted who only work less than the scheduled hours before the job is completed will be paid a minimum of 4 hours).
- All requests for officers must be emailed to Cyndi MacReynolds at cmacreynolds@plumsted.org or fax to (609) 758-0123.
- It is requested that contractors schedule as far in advance as possible. 3 days advanced notice is preferred for pre-scheduled work. Emergency requests may be honored.

Cancellation Policy

ALL cancellation notifications must be made via telephone by calling (609) 758-7185. Furthermore, notice must be given to the on-duty Officer in Charge. Failure to notify the on-duty Officer in Charge of a cancellation or notification made less than two (2) hours before the scheduled start of the job will result in a four (4) hour cancellation fee being assessed.

Requestor's Information	
Company:	
Name:	Date:
Address:	
Telephone:	
Email Address:	
Requestor's Authorized Signature:	

Event Information			
Date:	Start Time:	End Time:	Total Hours:
Location:			
Number of Officers Requested:			
Total Payment Submitted:			