

Town of Plymouth

Plymouth Police Department

Extra Duty Requests

Telephone: 860- 589-7779

80 Main Street

Terryville, Connecticut 06786

An Equal Opportunity Employer

All Contractors

Employment of Plymouth Police Personnel for Extra Duty Assignments

The employment of Plymouth Police Personnel for outside assignments shall encompass the following conditions:

1. Requests for Plymouth Police Personnel can be made twenty-four (24) hours a day, seven (7) days per week, three hundred sixty-five (365) days per year. Requests will be made by calling the Plymouth Police Department routine line at 860-589-7779. Litchfield County Dispatch (LCD) is the dispatch and call taking center for the Plymouth Police Department. LCD will intake the assignment and forward it to the on-duty Plymouth Police Supervisor.

Jobs are filled on a first come, first serve basis and there is no guarantee that a Plymouth Police Officer or Plymouth Police Certified Traffic Authority Member will be available. If no internal Plymouth Police Department Personnel are available the extra duty assignment will be shared with the Thomaston Police Department, Plainville Police Department, and the Watertown Police Department. If no personnel from any agency are available then the contact person for the job will be contacted and notified that he/she must obtain a certified flagger. The Plymouth Police Department does not notify contractors if their job is filled, however, any contractor wishing to know if an officer was able to be scheduled can call and inquire at any time.

2. Please be reminded that all time requests must be made in military time. (Example: 01:00 PM = 1300 hours - 08:00 PM = 2000 hours)

3. A minimum of four (4) hours for each officer/traffic authority assigned will be billed, unless the assignment is canceled at least four (4) hours in advance of the scheduled start time.

- A. Cancellation notices must be made by calling 860-589-7779 and notifying LCD personnel. LCD personnel will time stamp the cancellation and notify the on-duty Plymouth Police Supervisor. Job intake and/or cancellations are not accepted via fax as there is not always someone inside of Plymouth Police Headquarters.

4. The rate for extra duty assignments is based off the Plymouth Police Department Sergeant's rate at time and one half (1½). These rates include costs associated with the uniformed personnel and a cruiser. The Town of Plymouth's fiscal year runs from July 1st through June 30th. On July 1st of each year, the extra duty rate changes. Any contractor can obtain the new rate by calling LCD and asking to speak with the Administrative Assistant to the Chief of Police between 0700-1500 hours, Monday through Friday. If Thomaston, Plainville, or Watertown work in Plymouth the rate may be different.

5. Assignments of Plymouth Police Personnel are made on a rotating basis by our DOT system regardless of rank, in accordance with department policy and applicable labor contracts.
6. The Plymouth Police Department does not require a Sergeant or ranking member of the agency to be assigned if a certain number of officers are hired for a specific assignment. However, the Chief of Police is the ultimate highway authority for extra duty assignments in the Town of Plymouth and he/she can specify a required number of personnel for an assignment. At the direction of or in the absence of the Chief of Police, the on-duty Shift Supervisor acts as the ultimate highway authority per applicable labor contracts.
7. There is no travel time included in extra duty assignments for assigned personnel.
8. The wishes of the contractor shall be given full consideration at all times by assigned personnel, however, it must be understood that the assigned personnel are not under the command or control of the contractor.
9. It is the contractor's responsibility to make sure that the Site Foreman or authorized designee verifies the hours worked and signs the Plymouth Police Department's Extra Duty Slip.
10. Forms are to be signed by the Foreman or his/her designee at the completion of the assignment.

Plymouth Police Department Private Duty Request Form

1. The following information is required for each job that is taken in to be scheduled. The job will not be scheduled if the fields below are not filled out.

Unique	Job Type	Date Rec	Time Rec			
			1. _____			
	Billing Company Name _____		2. _____			
	Billing Address _____		3. _____			
	Billing City / State / Zip _____		4. _____			
	Contact Name _____		5. _____			
	Contact Phone _____		6. _____			
	Company Working With _____		7. _____			
	Number of Officers Requested _____	Date of Job _____	8. _____			
	Location of Job _____		9. _____			
	Time Needed _____	0.0	10. _____			
	From _____ To _____ Hrs		11. _____			
	With a Cruiser _____		12. _____			
	Special Instructions _____		13. _____			
			14. _____			
			15. _____			
			16. _____			
			17. _____			
			18. _____			
			19. _____			
			20. _____			
			21. _____			
Officer Taking Call _____			22. _____			
			23. _____			
			24. _____			
			25. _____			
Out Sourced To	Date	Time	<input type="checkbox"/> Job Filled <input type="checkbox"/> No One Avai			
<input type="checkbox"/> Thomaston	_____	_____	Date Posted _____			
<input type="checkbox"/> Plainville	_____	_____	Date Filled _____			
<input type="checkbox"/> Watertown	_____	_____	Time Filled _____			
Other Officers	<table border="1" style="width: 100%; height: 40px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>					Signature _____