

**Township of Jefferson  
Division of Police**

**Police Services Application**

**Contracting Agent:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

herein requests to contract with the Township of Jefferson, Division of Police, to provide Police Services

on the following date(s):      **FROM:** \_\_\_\_\_      **TO:** \_\_\_\_\_

at the following time(s):      **FROM:** \_\_\_\_\_  AM  PM      **TO:** \_\_\_\_\_  AM  PM

**Number of Officers to be assigned/requested:** \_\_\_\_\_

at the following location: \_\_\_\_\_

Duties to be performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Read before Signing**

**Notice:** The Township of Jefferson accepts this agreement with the express understanding and agreement that the Chief of Police must give priority to Division responsibilities and has no obligation to fulfill this Agreement, nor responsibility or liability for failure to fulfill the same based upon Division priorities.

Said services are contracted for in accordance with provisions set forth in Township Ordinance 9-03, "Contracted Police Services." If applicable, all contractors performing any road construction activity must comply with Township Ordinance 10-03, "Road Excavations." **All contractors shall provide a certificate of insurance** listing the **Township of Jefferson** as an additional insured as per Township Ordinance 9-03.

All Police Officer hourly rates are set and established as per local ordinance. It is agreed that all officers will be paid four (4) hour minimum work day [*three (3) hours for public entities*], and for any cancellations without twelve (12) hours' prior notice, a minimum of two (2) hours is to be paid to the officer assigned. All checks should be made payable to the "Township of Jefferson, Division of Police" and accompany this completed application. A Police Services Work sheet will be provided on the day of service for each officer scheduled. The contracting agent agrees to indemnify and hold harmless the Township of Jefferson for any and all claims and damages that may arise from the off-duty Police Officer's employment.

---

**Police Service Fee** (est.) (# of hours x \$75 x # of officers required): \_\_\_\_\_

**FICA** (Police Service Fees x 0.0765%): \$ \_\_\_\_\_

**Admin. Fee:** (Police Fee x 15% - FICA) \$ \_\_\_\_\_

**Total Amount Due in Escrow (Police Service Fee + FICA + Admin. Fee): \$ \_\_\_\_\_**

**\*\*\*ESCROW CHECK MUST ACCOMPANY THIS APPLICATION UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE\*\*\***

This agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by

\_\_\_\_\_ as a duly authorized agent for the Firm/Individual/Organization listed above.

(print name and title)

\_\_\_\_\_  
Signature

For Department Use Only - Do not write below this line

---

**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ **Liability Rec'd:** \_\_\_\_\_ **Escrow Rec'd:** \_\_\_\_\_

\_\_\_\_\_  
William F. Craig, Chief of Police