



Jefferson Township Police Department

William Craig

Chief of Police



October 19, 2018

POLICE OUTSIDE EMPLOYMENT VENDORS

Re: Procedure Required Before Any Future Jobs

Dear Vendor:

Enclosed please find our Application for Police Services, which may be copied as needed. *Effective immediately*, with the exception of emergencies¹, it is required that all vendors complete and submit the enclosed application **prior to every job**. In addition to the completed application, prior to every job, every vendor must also produce a Certificate of Insurance² (naming the Township of Jefferson as an additional insured) and an Escrow Check (formula for determining the amount is on the application). The Certificate of Insurance and Escrow Check are more fully described in the "Read before Signing" paragraph on the application. **If you routinely subcontract companies to do work on your company's behalf, please share this with their administration, as these requirements apply to them as well.**

Please do not call to set up a police officer for a job until all paperwork and escrow check has been submitted. You may email the application and Certificate of Insurance to squenault@jeffersonpolice.com. The Escrow Check should be made payable to "Township of Jefferson, Division of Police," and should be directed to the attention of "Shelley."

Your cooperation is appreciated. If you have any questions, please feel free to contact my Administrative Assistant, Shelley, at 973-208-6151 or squenault@jeffersonpolice.com.

Very truly yours,

William Craig
William F. Craig
Chief of Police

WFC/sqe

Enclosure

cc: All JTPD Officers (via email)
State of New Jersey, Department of Transportation

¹In the event of an emergency, it is requested that the requirements set forth above be met as soon as possible following the commencement of the job.

²If you regularly hire police officers for traffic control, you may submit a single Certificate of Insurance covering the present date to the end of the current year in lieu of a Certificate of Insurance for each job.