

Borough of Somerville

Mayor: Brian Gallagher

Council President: Steve Peter **Clerk Administrator:** Kevin Sluka

Borough Council: Jane Kobuta ♦ Jason Kraska ♦ Tom Mitchell
Dennis Sullivan ♦ Ken Utter

APPLICATION TO REQUEST OFF-DUTY POLICE OFFICER(S)

APPLICATION # _____

BUSINESS INFORMATION:

Company Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone _____ Cell: _____

E-Mail: _____

REQUEST:

Required Dates of Service: _____

Number of Officers Required: _____

Location of work: _____

Please check the following that applies:

Aerial Utility Work _____ Road Work _____ Road Race _____

Interior Event _____ Exterior Event _____ Other: (Please specify below) _____



Municipal Offices ♦ 25 West End Avenue ♦ Somerville, New Jersey 08876 ♦

Phone (908) 725-2300 ♦ Fax (908) 725-2859 www.somervillenj.org

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As per Resolution 16-0216-077. Off Duty Police officer fee is \$125 per hour per officer.

Road Opening and Sidewalk Openings require additional permits; events may require Governing Body approval and insurance requirements may apply. The use of off-duty officers requires an estimated payment for the officers prior to application approval. All balances will be returned within 30 days.

In the event that you need to cancel an Off Duty Officer that has already been scheduled, please dial 908-725-0331 and press option 0. Advise the dispatcher that you need to speak with the "OIC" (Officer In Charge) in order to cancel an off duty officer. Speaking directly to the "OIC" will ensure that all necessary information is passed on to the Off Duty Officer(s) who had been scheduled to work the assignment.

If an Off Duty Officer is cancelled the Borough will need to pay the Officer, hence the following schedule shall be followed:

If cancellation takes place more than 12 hours in advance of the job starting no charges will be assessed against escrow.

If cancellation takes place within 12 hours prior to job start. The applicant will be charged for 2 hours (\$250) against the applicant's escrow.

If cancellation takes place within 6 hours prior to job start. The applicant will be charged for 4 hours (\$500) against the applicant's escrow.

If cancellation takes place within 4 hours prior to job start. The applicant will be charged for the full amount against the applicant's escrow.

I hereby certify that I fully understand that escrow funds must be posted prior to the issuance of a permit and that I further certify that I understand the cancellation fees that will be applied against my escrow.

Signature

Date

Print name

APPLICANT SHALL NOT WRITE ON THIS PAGE

APPLICATION# _____

OFFICIAL USE ONLY:

Borough Hall

Reviewer:

Name : _____ Title: _____

Payment:
Amount: \$ _____ Check Number: _____

Date: _____

Police Department

Reviewer:

Name _____ Title: _____

APPROVAL: _____

NOT APPROVED: _____

ADDITIONAL INFORMATION REQUIRED: _____

COMMENTS: _____
