



BOROUGH OF RUMSON  
REQUEST FOR POLICE SERVICES/PRE-PAYMENT FORM

Name/Title of Person Making Request \_\_\_\_\_ Date of Request \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax # \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name of Event \_\_\_\_\_ Location of Event \_\_\_\_\_

Total # of hours requested         X         Rate         \$120.00         = Total Due         \$        

Date(s) Service Needed \_\_\_\_\_ Total # of Days \_\_\_\_\_ # Officers Requested \_\_\_\_\_

Start Time \_\_\_\_\_ Ending Time \_\_\_\_\_ # Hours Per Day \_\_\_\_\_

Payment must be received prior to scheduling an officer \_\_\_\_\_ Date Paid \_\_\_\_\_

**Police Services**

Police services are \$120 per hour per officer. There is a Four (4) hour minimum for each officer contracted. Cancellation fee equal to the minimum shall be due and payable if the request to cancel is less than one hour in advance of the scheduled service. There will be an additional \$45 per hour per officer for any work on a Holiday in accordance with the Agreement/Borough for that officer.

**General Information:**

Although every effort is made to schedule a Rumson Officer to fill a request, from time to time Officers from other jurisdictions are used to fill a requested work detail. Rumson does not bill for services or pay Officers from another jurisdiction. ***If an Officer from another jurisdiction is used for your detail you will be responsible for paying that Officer/Jurisdiction directly. Rumson does not control the rates charged for Officers from another jurisdiction.*** If an Officer outside Rumson is used, please contact the Borough of Rumson, Finance and Tax Office to request a refund overpaid fees.

Once timesheets are submitted for payroll, you will be billed for any additional time the Rumson Officers worked for your detail.

By signing below, you agree to promptly pay the Borough of Rumson for any additional monies owed for the requested work detail.

Signature of Person Requesting Service \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions about this form please contact the Rumson Police Department 732-842-0500  
Submit this form with payment (*check made payable to Borough of Rumson*) to:  
Rumson Police Department, 80 East River Road, Rumson, NJ 07760

**Scheduling of Police Officer must be made through Rumson Police Department, 732-842-0500**