



HOPEWELL TOWNSHIP POLICE DEPARTMENT Contract for Extra Duty Police Services

This agreement authorizes the Hopewell Township Police Department to furnish extra duty police services on a reimbursement or advanced payment basis for:

Business name or organization: _____

Type of event: _____

Location of event: _____

Contract date(s): _____

Times: _____

Specific Services Provided

INITIAL

The service provided by this Law Enforcement Officer(s) assigned to the above business or organization, if law enforcement action is required, shall be to enforce municipal, state and federal laws. This contract is for police services only and does not exempt applicants from obtaining other necessary permits for this event.

Financial Agreement

INITIAL

Police Service Contracts shall be for a minimum of two (2) hours. **The charge for officers shall be set at an hourly rate of \$115 for 2024.** (Includes: Wages, Social Security, Workers Comp., Shift Differential, Longevity, Township Share, Benefits required*) *Includes health insurance/pension required by Union Agreement Fraternal Order of Police Aliquippa Lodge No. 26. Plus the cost of fuel at \$25/day.*

The business\organization's representative agrees to reimburse or pay in advance to Hopewell Township under the terms of this agreement for police services provided. Reimbursement for services will be made within fifteen (15) days of notice to Hopewell Township. Type of payment will be approved by the township finance director. Financial transactions will be paid to Hopewell Township and not the individual officer concerned.

Records

INITIAL

The Hopewell Township Police Department shall maintain copies of the contracts, of officer's timecards (specifying dates, times, hours, and type of work) and request for billing memorandums sent to Hopewell Township finance department. The finance office shall maintain all original billing information.

Duration, Modification and Termination

INITIAL

The duration of the contract shall be for this specific event. The contract may be modified at any time by written agreement between all parties. The contract agreement may be terminated prior to the expiration date by the business\organization by written notice or by the Hopewell Township Police Department.

INITIAL

Cancellations

The police department reserves the right to cancel an event at any time. The contractee may cancel an event by contacting the Hopewell Township Police Department at 724-378-0557, 24 hours prior to the event during business hours, or non-business hours by contacting the dispatch center at 724-775-0880. If the cancellation is not made at least 24 hours prior to the commencement of the event, the contractee will be responsible for compensation to the department at the minimum of two (2) hours pay for each officer scheduled. If an event is canceled due to inclement weather at least three (3) hours before the event, no compensation will be required.

INITIAL

Legal Contingencies

All contractual agreements will provide indemnification of Hopewell Township, the department, and any officer, agent, or employee while lawfully providing the specified, agreed-upon services. For liability purposes, sworn employees working contract duty are covered by the department's civil liability insurance. Employees are covered under worker's compensation for injuries occurred while working a contract. Employee's working contract services shall not have their employment rights, promotional opportunities, training opportunities, or fringe benefits affected in any way.

INITIAL

Officer Supervision

The Hopewell Township Police Department maintains managerial control of department personnel. Sworn employees working contract assignments fall under the command of the Shift Supervisors currently on duty. All officers must be available to respond to emergencies or contingencies within the town limits of Hopewell Township. When more than one officer is working on a contract, the highest-ranking officer will assume supervisory responsibilities for the contract assignment.

INITIAL

Equipment / Facilities

Officers shall be equipped with a patrol vehicle, duty gear, uniform, radio, etc. Depending on the contract assignment, the Hopewell Township Police Department shall determine additional amenities required on a case-by-case basis.

INITIAL

Review & Revision

Upon completion of this contract agreement, the stipulations contained within this document may be reviewed or revised upon the Business/organizations or the Hopewell Township Police Department's request. Any changes, revisions or modifications must be made in writing at least 3 weeks prior to the event date and signed by all parties involved.

I understand the above requirements of the Hopewell Township Police Department as related to the employment of extra duty police services and abide by this agreement.

Authorized Representative - Printed

Phone

Authorized Representative - Signature

Date

OPERATIONAL PLAN

In order to provide police services for your event it is imperative that we receive an operational plan for the event to outline what services are being requested of the Hopewell Township Police Department.

The Operational Plan must be either posted or readily available for review at the event location.

Type of Service Requested:

☐ Traffic Direction ☐ Event Security ☐ Road Closure ☐ Other (explain) _____

Type of Event:

☐ Prom/School Dance ☐ Other School Event ☐ Traffic ☐ Sporting Event
☐ Run/Walk/Race ☐ Wedding ☐ Festival ☐ Other (explain) _____

Contacts:

The event contact must be someone who is able to make decisions regarding the event.

Planned number of volunteers: _____

Planned number of attendees: _____

Contact person (Person who will be on-site): _____

Contact's phone/e-mail: _____

Alternate contact person: _____

Alternate contact phone/e-mail: _____

Prepared by: _____ Date: _____

DISCLAIMER

Contracts for events involving road closures must be signed and approved and an Operational Plan submitted at least 60 days before the scheduled event date. Contracts and Operational Plans may only be amended with approval from the Police Department no less than 3 weeks prior to the event date.

OPERATIONAL PLAN CHECKLIST

This checklist is to assist you in coordinating your event and may not be an all-inclusive list. Other permitting may be required depending on your particular event needs.

- ☐ Operational Plan
- ☐ Park Reservation Permit (Municipal Building)
- ☐ Alcohol Permit (SC D.O.R.)
- ☐ Road Closure Permit (S C D.O.T.)
- ☐ Route Map
- ☐ Noise Ordinance Variance (Police Department)
- ☐ Food and Beverage permit(s) (DHEC)
- ☐ Proof of liability insurance

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INVOICE

Function Location: _____

Point of Contact: _____

Phone No.: _____

Mailing Address: _____

Email Address: _____

Approved (Police Official/Title): _____

DATE	OFFICER	HOURS	PAY RATE	TOTAL
TOTAL DUE				

Please make checks to: Hopewell Township

Remit payment to: Hopewell Township
Attn: Barb Swearingen
1700 Clark Blvd.
Aliquippa, PA 15001