



**Borough of Rumson  
Finance Department  
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 #

Fax #

Cell #

Name of Event (if applicable)

Location of Event

Date(s) of Event

X

\$100.00

= \$

Total # Hours

Rate

Total Due

# Officers Requested

# Hours Per Day

# Days Requested

Start Time

End Time

Date(s) Service Needed

Payment must be received prior to scheduling an officer

Date Paid

**Police Services**

Police Services are \$100 per hour per officer. There is a Four (4) hour minimum for each officer requested. 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.

An additional \$45 per hour per officer will be charged for any work on a Holiday according to the agreement/policy for that officer.

**General Information:**

Although every effort is made to schedule a Rumson Officer to fill a request, 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 Finance Office, 732-842-1170

Submit this form with payment to:

Borough of Rumson, Finance Office, 80 East River Road, Rumson, NJ 07760

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