



# LEBANON POLICE DEPARTMENT

LEBANON RESIDENT TROOPER'S OFFICE  
#23 GOSHEN HILL RD.  
LEBANON, CT 06249  
860-642-7730



## AGREEMENT FOR HIRING POLICE OFFICER(s) FOR PRIVATE DUTY ASSIGNMENT(s)

I hereby agree to pay the police private duty rate of \$76.00/hour, per Officer.

Time worked shall include onsite time plus ½ hour General Preparation Fee before and a ½ hour General Preparation Fee after. In no case shall the total time (onsite plus both GPs) be less than four (4) hours.

From time to time, there may not be a Lebanon Police Officer available for the private duty assignment. In this case, organizations will be allowed to hire a Trooper. The overtime rate for a State Trooper averages approximately \$133/hour (four [4] hour minimum). If a Lebanon Police Officer is not available, organizations will be notified and be provided direction for contacting the Connecticut State Police Overtime Office.

For all jobs that a Lebanon Police Officer works, a bill will be sent from the Town of Lebanon. All checks should be made payable to Town of Lebanon and sent to the First Selectman's Office, 579 Exeter Rd. Lebanon, CT 06249.

**Cancellation Notice:** Please call (860-208-0801), at least 24 hours in advance of any private duty cancellation. Failure to notify of any cancellation with less than 24 hours' notice will result in a minimum four (4) hour call out charge.

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NAME OF ORGANIZATION: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CONTACT NAME/TELEPHONE NUMBER: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_ NUMBER OF OFFICERS REQUESTED: \_\_\_\_\_

DATE AND LOCATION OF EVENT: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_ OTHER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Please forward a signed copy of this form to ([bpadewski@lebanonct.gov](mailto:bpadewski@lebanonct.gov)) at least 48 hours prior to the private duty assignment. If the request is less than 24 hours prior to the private duty assignment, please call (860-208-0801) before sending the request form. Organizations will receive a confirmation of received request.