

Daniel T. Drew
Mayor

William N. McKenna
Chief of Police



222 Main Street
Middletown, CT 06457

Tel. # 860-638-4101
Fax # 860-638-4104

Middletown POLICE DEPARTMENT

"To proudly serve in partnership with the community through a commitment to excellence, professionalism and integrity."

DATE: November 8, 2018
TO: All Non-Profit Customers
FROM: William McKenna, Chief of Police
RE: ***PRIVATE DUTY CANCELLATION POLICY CHANGE***

Please be advised that **effective December 1, 2018, if a job is cancelled less than two (2) hours prior to the start of the job, you will be billed the 4 hours minimum charge.**

Reminder...

You are to notify us as soon as possible in the event you need to cancel a job.

Jobs should be called 24 hours in advance.

Since July 1, 2016, the rate for hiring a Police Officer is \$76.50 per hour. If a Police Cruiser is needed for the job, that rate is increased an additional \$13.00 per hour, for a total of \$89.50 per hour.

Any job lasting 4 hours or less will be billed as 4 hours worked. Any job that goes beyond 4 hours will be billed for the actual time worked.

Payments are to be mailed to:

MIDDLETOWN POLICE DEPARTMENT

ATTN: SCHEDULING

222 MAIN STREET

MIDDLETOWN, CT 06457

Should you need additional information or have any questions, please contact Trish Chase, Scheduling Clerk, at 860-638-4117.

Thank you,

William McKenna
Chief of Police

cc: Michael Timbro, Deputy Chief of Police
Captain John Lozefski, Administrative Commander
Trish Chase, Scheduling Clerk

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DATE: November 8, 2018
TO: All Private Contractors and City Agencies
FROM: William McKenna, Chief of Police
RE: *PRIVATE DUTY CANCELLATION POLICY CHANGE*

Please be advised that **effective December 1, 2018, if a job is cancelled less than two (2) hours prior to the start of the job, you will be billed the 4 hours minimum charge.**

Reminder...

You are to notify us as soon as possible in the event you need to cancel a job.

Jobs should be called 24 hours in advance.

As of July 1, 2016, the rate for hiring a Police Officer has is \$80.00 per hour. Should a Police Cruiser be needed for the job, that rate is increased an additional \$13.00 per hour, for a total of \$93.00 per hour.

Any job lasting 4 hours or less is billed as 4 hours worked. Any job lasting between 4 and 8 hours is billed for 8 hours worked. Any job that goes beyond 8 hours is billed for the actual time worked.

Payments are to be mailed to:

MIDDLETOWN POLICE DEPARTMENT

ATTN: SCHEDULING

**222 MAIN STREET
MIDDLETOWN, CT 06457**

Should you need additional information or have any questions, please contact Trish Chase, Scheduling Clerk, at 860-638-4117.

Thank you,

William McKenna
Chief of Police

cc: Michael Timbro, Deputy Chief of Police
Captain John Lozefski, Administrative Commander
Trish Chase, Scheduling Clerk