NEW LONDON POLICE DEPARTMENT
RECORDS DIVISION
5 GOVERNOR WINTHROP BLVD
NEW LONDON, CT 06320
PHONE: 860-447-5282
FAX: 860-701-3474
EMAIL:
PD_PRIVATEDUTY@NEWLONDONCT.GOV

IMPORTANT NOTE:
WE **WILL NOT NOTIFY** REQUESTORS IF A JOB IS **NOT** FILLED. IF A JOB IS FILLED THE NOTIFCATION EMAIL ADDRESS PROVIDED BELOW WILL RECIEVE CONFIRMATION. REQUESTORS LOOKING TO VERIFY COVERAGE SHOULD CALL THE SHIFT COMMANDER AT 860-447-5281 AFTER 3PM ON THE DAY BEFORE THE JOB.

PRIVATE DUTY REQUEST FORM

COMPANY INFORMATION - JOB SITE

COMPANY NAME:

BILLING POINT OF CONTACT (NAME):

BILLING PHONE:

BILLING EMAIL:

BILLING ADDRESS:

PURCHASE ORDER/WORK ORDER # - IF APPLICABLE:

COMPANY TO BE BILLED

USE THIS SECTION IF THE INVOICE FOR OFFICERS IS TO BE SENT TO ANOTHER BUSINESS OR ENTITY

COMPANY TO BE BILLED (NAME):

POINT OF CONTACT AT OTHER BUSINESS:

POINT OF CONTACT PHONE:

JOB INFORMATION:

JOB SITE POINT OF CONTACT (POC) - NAME:

POC PHONE:

NOTIFICATION EMAIL:

THIS EMAIL ADDRESS WILL RECIEVE A NOTIFICATION THAT AN OFFICER WAS HIRED FOR YOUR JOB

DATE(S)

START TIME: AM PM END TIME: AM PM

OF OFFICERS REQUESTED: # OF POLICE VEHICLES NEEDED:

LOCATION:

BRIEF DESCRIPTION OF JOB:

HAVE YOU HIRED AN OFFICER IN THE PAST?

IS THIS AN EMERGENCY REQUEST?

IF YES PLEASE COMPLETE THIS FORM AND CALL 860-447-5281

DATE OF REQUEST: NAME OF REQUESTOR:

PLEASE E-MAIL THE COMPLETED FORM TO PD_PRIVATEDUTY@NEWLONDONCT.GOV