



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.ORG

IMPORTANT NOTE:  
WE **WILL NOT NOTIFY** REQUESTORS IF A JOB IS **NOT**  
FILLED. IF A JOB IS FILLED THE NOTIFICATION EMAIL  
ADDRESS PROVIDED BELOW WILL RECEIVE  
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 RECEIVE 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.ORG