



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

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: