



Camden Police Department

31 Washington St.
Camden, Maine 04843
911 Emergency
(207) 236-3030 – Business | (207) 236-7962 – Fax

Randy Gagne
Chief of Police

Jeff Sukeforth
Administrative Assistant

PRIVATE DUTY REQUEST FORM

Date of Event: _____ Start Time: _____ Stop Time: _____

Type of Event: _____ Location: _____

Name of Responsible Group or Person: _____ Driver's License Number: _____

Billing Address: _____

Home Phone: _____ Cell Phone: _____

The following rates will be charged for all private duty details performed by officers of the Camden Police Department:

1. A fee of \$200 for any detail up to four hours. (\$160 + \$40 administration fee)
2. A fee of \$40/hour, in excess of the first four hours.
3. Private Duty requests require scheduling, so shall be submitted along with the rental license and payment.
3. **A \$200 deposit is required at time of detail request; additional hourly charges will be billed.**

Payment: Cash, Credit Card, or Check/Money Order made payable to the Town of Camden. Private duty detail requests may not be accepted sooner than six months prior to the date of the event.

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE FEES ASSOCIATED WITH MY REQUEST AND AGREE TO ACCEPT FULL RESPONSIBILITY FOR THE SAME. CANCELLATIONS OR CHANGES IN LOCATION MUST BE MADE NOT LESS THAN THREE (3) HOURS PRIOR TO THE EVENT OR I WILL BE RESPONSIBLE FOR THE THREE HOUR MINIMUM PAYMENT

Signature: _____ Printed Name: _____

Date: _____

Police Department Use Only Below This Line

OFFICER ASSIGNED: _____

HOURS WORKED: _____

OFFICER'S Signature: _____ Date of Event: _____

Pay \$: _____

Charge \$: _____

Date Paid: _____

Billed: _____