



# Camden Police Department

31 Washington St.  
Camden, Maine 04843  
911 Emergency  
(207) 236-7953 – Business  
(207) 236-7962 – Fax

Randy Gagne  
Chief of Police

## PRIVATE DUTY REQUEST FORM

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ Stop Time \_\_\_\_\_

\*\*If this event is a wedding at Camden Amphitheatre, please also indicate the time you would like Atlantic Avenue closed. The road may only be closed for the duration of the ceremony (maximum of one hour).

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 \$260 for any detail up to four hours.
2. A fee of \$65 per hour in excess of the first four hours.
3. **PLUS** a charge of 25% will be added to cover administrative fees and benefits.

**Example:** \$260 for detail up to 4 hours plus \$65.00 (25% administrative fee) = \$325.00

**\*\*\*\$325.00 deposit is required at time of detail request. Additional hourly charges will be billed separately. Check or Money Order made payable to the Town of Camden. Cash will not be accepted. Private duty details will not be accepted sooner than six months prior to the date of the event and must be requested no later than 30 days before detail date\*\*\***

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 FOUR-HOUR MINIMUM PAYMENT.

Signature \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
*Police Department Use Only Below This Line*

OFFICER ASSIGNED: \_\_\_\_\_

HOURS WORKED: \_\_\_\_\_

OFFICER'S Signature: \_\_\_\_\_ Date of Event \_\_\_\_\_

### **Finance Office Use:**

Administrative Fee: \$ 65.00

First 4 Hours Duty: \$260.00

**TOTAL DEPOSIT \$325.00**

Date Paid: \_\_\_\_\_

Add'l Charges after 4 hrs/25% Admin Fee: \_\_\_\_\_

**TOTAL OF CHARGES:** \_\_\_\_\_

Total Hours Paid to Officer/Date: \_\_\_\_\_

**AMOUNT PAID:** \_\_\_\_\_

**BALANCE TO BE BILLED** \_\_\_\_\_

**DATE BILLED:** \_\_\_\_\_ *Revised 6/2022*