



# TOMS RIVER POLICE DEPARTMENT

## *SPECIAL DUTY REQUEST FORM*

### **According to Township Ordinance:**

All work **MUST** be scheduled and PAID for three (3) business days in advance and funds must be received prior to the work being scheduled.

**Cancellations:** Call (732) 349-0150 x-1020

Cancellations **MUST** be done **at least two (2) hours prior** to the scheduled work time or a 4-hour charge will apply.

### **Select Your Need:**

- ☐ Traffic Control: \$78 per hour, per officer (4 hour minimum)
- ☐ Wawa: \$70 per hour, per officer (4 hour minimum)
- ☐ Security: \$50 per hour, per officer (4 hour minimum)

Company Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact during Job: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Name: \_\_\_\_\_ Job Number: \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_ Number of Hours Each Day: \_\_\_\_\_ (4-Hour Minimum Per Officer)

Date Needed	Time Needed	Location Needed	Officer Assigned
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

### **FAX COMPLETED FORMS TO:**

Toms River Police Department  
ATTN: Bookkeeping Department  
(732) 349-6217

### **MAIL CHECKS TO:**

Township of Toms River  
ATTN: Finance Department  
PO Box 728  
Toms River, New Jersey 08754-0728