

**EXTRA DUTY TRAFFIC CONTROL**

SECAUCUS POLICE DEPARTMENT  
1203 PATERSON PLANK ROAD  
SECAUCUS, NJ 07094  
201-330-2060 F:201-330-2064  
extraduty@secaucusnjpolice.gov

Case# \_\_\_\_\_

COMPANY NAME: _____  ADDRESS: _____  CITY, STATE, ZIP: _____  CONTACT REPRESENTATIVE: _____	JOB LOCATION (be specific) _____  DATE (S): _____  TIMES: _____ TO _____  PERMIT SUBMITTED      YES _____ NO _____  TRAFFIC CONTROL PLAN    YES _____ NO _____  PHONE NUMBER: _____  EMAIL: _____
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**TYPE OF CONSTRUCTION**

ROADWAY EXCAVATION <input type="checkbox"/> (permit required)	OVERHEAD UTILITY <input type="checkbox"/>
PERMIT NUMBER _____	MANHOLE UTILITY <input type="checkbox"/>
OTHER: _____	

**NUMBER OF OFFICERS REQUESTED:** \_\_\_\_\_

You have asked the Secaucus Police Department to arrange to have off-duty members of its force perform traffic related services for you.

Under Chapter 125 of the Municipal Ordinance, all roadway construction must be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). **You must submit a copy of the traffic control plan with this request form.** Every officer will work in uniform and be assigned a marked police vehicle (if available).

The hourly rate will vary depending on the officer assigned. You will be billed on a monthly basis for all hours worked by our officer at your site. The rate will be one and 1/2 times the standard rate of pay of the assigned officer, with a minimum rate of \$65.00 per hour. Each marked patrol unit will be billed at the rate of \$250 per day and an administrative fee of \$25 per hour, per officer assigned will also be billed as per Town Code 28-35.

The allowable times for roadway construction is 9am to 4pm, unless specifically approved by the Secaucus Police Department. **Should an officer be released from assignment before 4 hours, you will be billed for 4 hours. If the officer is released after working at least 4 hours, you will be billed for a minimum of 8 hours.**

Cancellations within 8 hours of the starting time will result in a 3 hour fee at the assigned officer's rate plus the administrative fee. Release of the officer shall be approved by your on-site supervisor and a signature is required.

\*Roadway excavation on NON-COUNTY roads require a permit, obtained by the Building Department (1203 Paterson Plank Rd Government Bldg 4th Floor). PERMITS MUST BE SUBMITTED WITH REQUEST FORM PRIOR TO APPROVAL County Road excavation requires a permit from the county engineer's office prior to the start of any project.

If these terms are acceptable to you, please sign below and return this document to the Secaucus Police Department, [extraduty@secaucusnjpolice.gov](mailto:extraduty@secaucusnjpolice.gov) (Fax: 201-330-2064) so that we can begin to fill your manpower needs.

**\*\*Please make all cancellation notifications to the Police Desk at 201-330-2060 in addition to an email to [extraduty@secaucus.net](mailto:extraduty@secaucus.net)\*\***

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

OFFICER(S) ASSIGNED \_\_\_\_\_

PERMIT RECEIVED

TRAFFIC DIVISION APPROVAL \_\_\_\_\_

TRAFFIC CONTROL PLAN

EXTRA-DUTY COORDINATOR \_\_\_\_\_