



STATE OF CONNECTICUT
Department of Emergency Services and Public Protection
Division of STATE POLICE

Ellington Resident State Troopers' Office
33 Arbor Way • PO Box 187
Ellington, Connecticut 06029
Telephone: (860) 875-1522 Fax: (860) 870-3152

Procedure/Agreement for Hiring Ellington Town Police Officers for Traffic Control at Highway Construction Sites/Special Events

Contact Ellington Resident State Troopers' Office, 33 Arbor Way (860-875-1522), regarding hiring a Traffic Control Officer at least two (2) weeks prior to construction/event.

Complete Page 2 and return this agreement to the Ellington Resident State Troopers' Office after service is performed.

The Ellington Resident State Troopers' Office reserves the right to assign the appropriate number of officers deemed necessary to properly cover the construction site/event.

- There is a minimum call out of four (4) hours per event
- Hours shall be paid in increments of four (4) hours regardless of the actual hours worked
- Travel time is not included in the calculation of hours; Officers shall be allowed thirty (30) minutes for travel from home to duty station and thirty (30) minutes from duty station to home

(Example: Hours worked 4; travel time .5 to and .5 from event; Total: 5 hours – equals 5 hours charged to event.)

After the service is performed an invoice will be sent from the Ellington Resident State Troopers' Office.

Make checks payable to: Town of Ellington
Return to: 33 Arbor Way
P O Box 187
Ellington, CT 06029

Rate of pay for Traffic Control Officer: \$100.00 (one hundred dollars) per hour.

Cancellation notice of Traffic Control Officer must be received by this office 24 (twenty-four) hours prior to job. If job is not cancelled 24 (twenty-four) hours prior, a minimum 4 (four) hour charge will be incurred.

Please contact the Ellington Resident State Troopers' Office at 860-875-1522 between 8:30 a.m. and 2:30 p.m., Monday through Friday with any questions.

Per order of the Ellington Board of Selectmen; effective 10/15/2012; revised 10/01/2015; revised 06/21/16; revised: 9/11/2017; revised 5/13/2019

Ellington Resident State Troopers' Office

33 Arbor Way • PO Box 187 • Ellington, Connecticut 06029
Telephone: (860) 875-1522 • Fax: (860) 870-3152

Police Services for Traffic Control

PRIVATE DUTY OVERTIME PROJECT TIME SHEET					
<i>To be completed by the Town Police Officer</i>					
Date	Officer Name/ID#	Start Time	End Time	Total Hours	Initials
		AM	AM		
		PM	PM		
		AM	AM		
		PM	PM		
		AM	AM		
		PM	PM		

PROJECT DETAILS		
<i>To be completed by the Contractor</i>		
Project/Work Order #		
Contractor Name:		
Billing Address:		
Project Location:		
Project Supervisor:	Printed Name:	
	Signature:	
Date:		