STATE OF CONNECTICUT

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DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATE POLICE
Special Duty Coordinator's Office

To: All Contractors

From: The Special Duty Coordinator

Date: Effective July 1, 2010

Re: Employment of State Police Personnel at Outside Overtime Assignments

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The employment of State Police personnel for outside assignments shall encompass the following conditions:

1. Requests for State Police personnel **must be made in writing at least one (1) week in advance through the Special Duty Coordinator's Office via facsimile (860) 685-8495 or emailed to specduty.clerk@ct.gov and will only be accepted on the form provided.** Regular business hours are Monday through Friday 0700 hours (7:00AM) to 1730 hours (5:30PM). Requests will be accepted only during the hours 0700 hours 1630 hours (4:30 pm) Monday through Friday. All requests submitted after 1630 hours (4:30PM) may not be filled until the following business day.

THERE IS NO GUARANTEE THAT ANY REQUEST MADE WITH LESS THE 24 HOUR NOTICE TO THE START OF THE JOB CAN BE ACCOMIDATED.

2. Please be reminded that all time requests should be made in military time. (Example: 01:00 PM = 1300 hours - 08:00 PM = 2000 hours)

3. A minimum of four (4) hours for each Trooper/Sergeant assigned will be billed, unless the State Police receive **notification of cancellation at least twenty-eight (28) hours in advance of the scheduled start time.**
   A. During regular business hours Monday through Friday 0700-1730 hours, cancellation notifications must be made in writing directly to the Special Duty Coordinator's Office via facsimile **(860) 685-8495**.

   B. After regular business hours, weekends or holidays, cancellation notifications must be made in writing to the State Police Message Center via facsimile **(860) 685-8346**.

Telephone: (860) 685-8420 Fax: (860) 685-8495
1111 Country Club Road
Middletown, CT 06457-2389
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4. A rate of $84.80 per hour per Trooper assigned or $110.28 per hour per Sergeant assigned for OPA (Other Project Assignment) overtime with a four (4) hour minimum will be charged. These rates include costs associated with the uniformed personnel, cruiser, equipment and meals. The mealtimes will not be charged to the employer. These rates are effective until June 30, 2011.

5. Assignments of State Police personnel are made on a rotating basis by computer regardless of rank (Trooper or Sergeant), in accordance with department policy and applicable labor contracts.

6. A Sergeant is assigned for every four (4) Troopers assigned to any one (1) project on the same workday and time. (Example: 4 Troopers = 1 Sergeant or 8 Troopers = 2 Sergeants) In these cases, the Sergeant will act as the supervisor as well as control traffic post(s) and provide the relief of personnel.

7. Assignments will include ½ hour of travel time to job site and ½ hour of travel time from the job site per Trooper/Sergeant assigned.

8. The wishes of the contractor shall be given full consideration at all times by assigned personnel, however, it must be understood that the assigned personnel are not under the command or control of the contractor.

9. It is the contractor's responsibility to make sure that the site foreman or authorized designee verifies the hours worked and signs the DPS-693-C form (HCP or OPA Project Overtime Report) for each Trooper/Sergeant assigned and retains the contractor's copy of the DPS-693-C form.

10. **Forms are to be signed by the Foreman or his designee, at the completion of the assignment.**

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DIVISION OF STATE POLICE
Special Duty Coordinator's Office

REQUEST AND CANCELLATION FORM FOR STATE POLICE TRAFFIC SERVICES

Trooper $84.80 Per Hour
Sergeant $110.28 Per Hour

RATES THROUGH JUNE 30, 2011

OPA

Company Name: _____DOT Permit#_____

Meeting Location: _____ Town: _____

	DATE(S)	TIME	NUMBER OF TROOPER(S)	TIME CHANGE		CHANGE NUMBER OF TROOPERS		CANCEL
1.				FROM	TO	FROM	TO	☐
2.				FROM	TO	FROM	TO	☐
3.				FROM	TO	FROM	TO	☐
4.				FROM	TO	FROM	TO	☐
5.				FROM	TO	FROM	TO	☐
6.				FROM	TO	FROM	TO	☐
7.				FROM	TO	FROM	TO	☐
8.				FROM	TO	FROM	TO	☐
9.				FROM	TO	FROM	TO	☐
10.				FROM	TO	FROM	TO	☐

Is this a new Job? ☐ Yes ☐ No

Contact Person/Foreman_____ Cellular Number (___) _____*
Subcontractor Information_____
Email_____*

I have read and understand the Department of Public Safety Division of State Police rules for Special Duty Overtime assignments. Signature on DPS-693-C form states hours worked are correct and company will be billed for those hours.

***EFFECTIVE NOVEMBER 1, 2010, THE SPECIAL DUTY COORDINATOR'S OFFICE WILL BE UNTILIZING AN AUTOMATED NOTIFICATION SYSTEM TO COMFIRM REQUESTS HAVE BEEN RECEIVED AND TROOPERS ASSIGNED. THIS NOTIFICATION WILL BE VIA EMAIL AND CONTACT NUMBER PROVIDED ON REQUEST FORM.**

THERE WILL BE A FOUR (4) HR MINIMUM CHARGE WITHOUT A TWENTY-EIGHT (28) HR CANCELLATION NOTICE SUBMIT NO LATTER THEN 16:30 (4:30 PM)

_____ _____
(Signature and Title of Company Representative) (Date)

DPS-693-C-1 (Revised 10/2010)

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DEPARTMENT OF PUBLIC SAFETY
DIVISION OF STATE POLICE
Special Duty Coordinator's Office

CONTRACTOR BILLING INFORMATION FOR STATE POLICE TRAFFIC SERVICES

Trooper $84.80 Per Hour
Sergeant $110.28 Per Hour

RATES THROUGH JUNE 30, 2011

OPA

Company Name:	
Address:	
Billing Address:	
City/State/Zip:	
Telephone:	
Facsimile:	
Contact Person For Billing:	
Federal Employers ID Number:	
Social Security Number:	
Tax Exempt Number (if applicable):	

I have read and understand the Department of Public Safety Division of State Police rules for Special Duty Overtime assignments. Signature on DPS-693-C form states hours worked are correct and company will be billed for those hours.

***EFFECTIVE NOVEMBER 1, 2010, THE SPECIAL DUTY COORDINATOR'S OFFICE WILL BE UNTILIZING AN AUTOMATED NOTIFICATION SYSTEM TO COMFIRM REQUESTS HAVE BEEN RECEIVED AND TROOPERS ASSIGNED. THIS NOTIFICATION WILL BE VIA EMAIL AND CONTACT NUMBER PROVIDED ON REQUEST FORM.**

THERE WILL BE A FOUR (4) HR MINIMUM CHARGE WITHOUT A TWENTY-EIGHT (28) HR CANCELLATION NOTICE SUBMIT NO LATTER THEN 16:30 (4:30 PM)

DPS-693-C-2 (Revised 10/2010)

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