



Allen Pascual
Commissioner

TOWNSHIP OF NORTH BERGEN DEPARTMENT OF PUBLIC SAFETY

POLICE DEPARTMENT

LAW & PUBLIC SAFETY BUILDING
4233 KENNEDY BOULEVARD
NORTH BERGEN, NJ 07047



Robert J. Farley Jr.
Chief of Police

EFFECTIVE DATE: Immediately		DIRECTIVE: General Order 13-16	
SUBJECT: Extra-Duty Employment			
REFERENCES:			
ACCREDITATION STANDARD: N.J.S.A.C.O.P. 2.1.3			
DISTRIBUTION: Police Desk All Divisions via Power DMS General Order Manual		NUMBER OF PAGES: 21	
ISSUING AUTHORITY: Robert J. Farley Jr. Chief of Police		ISSUE DATE: May 24th, 2013	REVISION DATE: July 8, 2024

I. PURPOSE:

- A.** To establish a procedure for the efficient and orderly delivery of contracted police related services for a person or entity other than the Township; service which the police department is not obligated or expected to provide or does not normally provide as part of its regular plan of police services.
- B.** This directive shall also establish rules and a standard operating procedure for assignment, management, scheduling and standard work procedures of extra-duty employment (commonly referred to as police details).
- C.** All personnel shall adhere to all agency written directives while engaged in extra duty employment.

II. POLICY:

- A.** The Township of North Bergen shall allow officers to engage in extra-duty employment on a voluntary basis. In order to ensure that extra-duty employment assignments are administrated and conducted in accordance with all applicable laws, ordinances, written directives and prevailing opinions (Attorney General, Division of Pensions, Department of

Labor, etc.), the chief of police shall designate an officer of the department to act as administrator of the extra-duty employment assignments. Extra-duty employment assignments will only be permitted when the entity requesting the police service has executed a formal agreement with the township.

III. **DEFINITIONS:**

A. **Regular Duty:** regularly scheduled shifts of police duty, overtime, special assignments, and department sanctioned schooling in lieu of regular duty, and court appearances arising out of an officer's employment with this department.

1. The method of compensation sought for any regular duty assignment has no bearing on the total number of hours the officer shall have been considered to have worked.

B. **Extra-duty Employment:** (Commonly referred to as police details) Extra-duty employment shall be defined as any employment or assignment which the police department is not obligated or expected to provide, or does not normally provide as part of its regular plan of police service; performed by an officer of the police department for a person or entity who has entered into a formal contract with the township for the performance of such services and where such services are conditioned upon the actual or potential use of law enforcement powers by the police department employee.

1. ***Extra-duty Employment shall be considered on-duty employment.***

C. **Police Details:** See Extra-duty Employment

D. **Secondary Employment:** any off-duty employment that will not require the use or potential use of law enforcement powers by the off-duty officer.

1. ***For policy and procedures regarding secondary employment see General Order 14-02. This policy does not cover Secondary Employment.***

IV. **PROCEDURE:**

A. Extra-duty Employment

1. The fee for extra duty employment services shall be paid by the person or entity requesting the services and shall be set forth in the contract and by township ordinance.
2. Extra-duty employment will be regulated by the department and may be considered for approval provided the employment does not represent a conflict of interest and the employment and/or tasks do not reflect unfavorably on the integrity or professionalism of the police officer employee or the police department. Officers are prohibited from engaging in extra-duty employment that has not been approved by the chief of police.
3. The following illustrates some, but not all, examples of employment representing a conflict of interest:

- a. Duties performed in a police uniform other than that of a police nature.
 - b. Duties or tasks that assist (in any manner) the case preparation for the defense in any criminal or civil action or proceeding.
 - c. Private investigations and service of Civil Process
- 4. Extra-duty employment is generally restricted to the geographical boundaries of the township.
 - a. The chief of police may authorize extra-duty employment at locations outside of the township if so requested by the chief of police of a local police department in need of such services.
 - b. All of the applicable provisions of this written directive governing approval and actual performance of extra-duty employment assignments will apply.

B. Management of Extra-duty Employment Assignments

- 1. The chief of police has designated administrative personnel, by Personnel Order, to function as the manager and point of contact for all extra-duty employment assignments.
- 2. The administrative personnel shall be responsible for ensuring that all of the proper approvals have been obtained prior to scheduling any officer for extra-duty employment.
- 3. Administrative personnel shall forward all special instructions, traffic/security plans, etc. necessary to carry out the assignment to the officers so assigned.
- 4. Administrative personnel shall compile an annual report indicating the cumulative number of extra-duty employment assignments worked by each officer of the department for the calendar year.
- 5. Administrative personnel shall create and maintain a comprehensive file for each vendor that contracts with the township for extra duty police services. Said file shall contain all relevant information and forms for contract extra duty employment assignments worked within two years from the then current date.

C. Approval Process

- 1. All persons or entities requesting extra-duty police services will be required to submit a completed Extra-duty Employment Request form to the chief of police at least seven days prior to the date the services are needed.
- 2. The chief of police will evaluate all requests for extra-duty police services to ensure that the request is lawful and consistent with a positive image of law enforcement officers.

- a. Extra-duty employment that is found to be detrimental to the image of law enforcement or the department, inconsistent with a law enforcement purpose, a potential conflict of interest, or that creates a risk to an officer or the public will not be approved.
 - b. Approval to work extra-duty employment may be suspended where it is determined that such extra-duty employment is not in the best interest of the department.
- 3. Approvals of extra-duty assignments involving continuous or long-term employment require periodic review to ensure that all of the provisions of this written directive are being followed.
 - a. The administrative personnel assigned to manage extra-duty assignments shall forward a report to the chief of police in January of each year indicating the specifics of each continuous or long-term extra-duty employment assignment being worked by department officers.
 - b. The report shall summarize the pertinent information contained on the initial extra-duty Employment Request Form and indicate any significant developments that may impact the continued approval of the assignment.
- 4. Upon approval of the chief of police, all requests for extra-duty employment assignments shall be finalized in a written agreement between the chief of police and the individual or entity requesting such services. The agreement shall specify the following:
 - a. The services that are to be provided;
 - b. The commencement date of the police services to be provided;
 - c. The hours of authorized operation;
 - d. The number of officers requested;
 - e. The anticipated termination date when police services will be completed; and
 - f. The fees required for deposit with the township as determined by the chief of police or his designee consistent with Township Ordinance.
- 5. Prior to the commencement of extra-duty police services, the individual or entity requesting extra-duty police services will be required to deposit a sum with the Police Department (which shall be forwarded to the Township Finance Department for deposit in an escrow account) equaling a reasonable estimate of the cost of extra-duty police services (determined by the chief of police) based upon the total number of man hours requested plus 200% of that total added as a buffer for unforeseen overages.
 - a. All such fees must be deposited in full prior to the date on which the extra-

duty police services are scheduled to commence.

- b.** Governmental agencies and their respective subdivisions may be exempted from this requirement and may be billed for the actual cost of the extra-duty police services at the conclusion of the assignment.

D. Limitations

- 1.** In order to be eligible to work extra-duty employment, an officer must have completed his field-training program and cannot be on medical or other leave due to sickness, temporary disability or an on-duty injury.
 - a.** Officers who transfer to the department or graduate the police academy may not work extra duty employment until the following time restrictions are satisfied (this time limit is inclusive of field-training):
 - i.** After 30 days of the completion of the police academy or field training whichever later, officers will only be allowed to work extra duty employment that is not considered work. Examples of inside employment are as follows:
 - Board of Education Sporting Events
 - Shoprite
 - Motor Vehicle Commission
 - ii.** After 90 days of the completion of the police academy or field training whichever is later, officers will be allowed to work all forms of extra duty employment, including road work.
 - iii.** Officers may be eligible to work extra duty employment shifts on a case-by-case basis, as needed, at the discretion of the Deputy Chief.
- 2.** Officers are required to report for their scheduled shift fit for duty, well rested, alert, and in good physical and mental condition.
 - a.** Any officer reporting for work not fit for duty will be disciplined.
 - b.** If extra-duty or secondary employment is found to be a contributing cause, approval for that employment will be revoked.
- 3.** Unless otherwise directed by competent authority, all officers are required to have a period of at least eight (8) consecutive hours time off in each twenty-four (24) hour period. An officer may not waive this mandatory rest period. No regular duty, secondary or extra-duty employment shall be performed during such rest period unless so directed by the Chief of police or his designee. Under no circumstances will an officer work more than 16 consecutive hours. This includes a combined total of regular duty and extra-duty assignments. (i.e.) If you work an extra-duty assignment after your regular eight hour shift the most you can work the extra-duty assignments is eight hours).

- a. If additional duty is necessary, and a supervisor is assigning or soliciting volunteers for such duty, officers being assigned or volunteering for the duty shall disclose to the supervisor any potential violation of this provision created by the acceptance of such additional duty.
4. The combined total number of hours engaged in regular duty, extra-duty and secondary employment shall not exceed seventy (70) hours in any given week. Individual employees are responsible for maintaining a running total of their own hours worked to ensure that the above threshold is not exceeded.

E. Scheduling

1. Officers wishing to work an extra-duty assignment will send a request via email to the administrative personnel designated to manage extra-duty assignments one day prior to when the officer is available to work. It must be received by 10:00am to facilitate scheduling. A list of these emails will be compiled giving the officer who has gone the longest amount of time without working an assignment first priority. The requesting officer will be notified via email, phone or text, when an assignment becomes available.
2. Extra-duty assignments are duty assignments and, permission to deviate from the schedule may only be accomplished with the expressed authorization of the administrative personnel assigned to manage extra-duty assignments, or in his absence, the administrative commander.
3. Officers who are scheduled for an extra-duty assignment are not eligible for reassignment to any other overtime assignment that would conflict with the extra duty assignment or that would create a violation of any department directive pertaining to scheduling.
4. In the case where an emergency Extra-Duty request is received after normal business hours (Mon-Fri 8am to 4pm), the supervisor will complete NBPD Form 229 (Emergency Extra-Duty Request Form) with all the requested information.
 - a. The supervisor will send an email notifying all department personnel of the availability of the emergency extra-duty assignment.
 - b. From the responses the supervisor will select an officer to assign.
 - c. The completed NBPD Form 229 will be submitted to records to ensure proper accounting of each emergency request.

F. Supervision of Extra-Duty Employment Assignments

1. All officers working in an extra-duty capacity shall be classified as “on-duty” and as such will be subject to the authority of the tour commander or other competent authority.
 - a. When one or more department supervisory officers are assigned to an extra-duty employment assignment, the senior supervisor in terms of rank

and assignment in the department shall be in charge of the assignment.

- b.** In the absence of a supervisor, the officer with the greatest amount of department seniority shall take charge of the employment assignment.
- 2.** Whenever a single extra-duty employment assignment requires the assignment of four (5) or more officers, a supervisor must be hired in addition to the number of officers requested.
- 3.** The tour commander may order the suspension of work or modification of any work site deemed to be a hazard to public safety or the assigned officer.
- 4.** Department supervisors are expected to make periodic visits to extra duty employment sites to ensure that the activities occurring are safe and within the parameters of acceptable police duties.
- 5.** The Administrative Section Deputy Chief of Police shall assign personnel to inspect officers working extra duty employment assignments. The assigned personnel shall document their inspections on NBPD Form #254, (Appendix D).

G. Uniforms and Equipment

- 1.** Officers working an extra-duty employment assignment are required to wear the applicable uniform for extra-duty assignments.
 - a.** The class B uniform, as defined by the written directive governing Uniform and Dress Regulations, will be the uniform worn on extra duty assignments.
 - b.** Where officers are working traffic related assignments they shall wear their reflective traffic safety vest.
- 2.** Officers working non-uniformed extra-duty employment assignments are required to carry police identification, approved firearm, OC spray, handcuffs and a functional police portable radio.
- 3.** Unless otherwise ordered by the chief of police, officers working uniformed extra-duty traffic control assignments will be provided with a marked police vehicle.
 - a.** It shall be the responsibility of the assigned officers to ensure that they arrive at the 61st St. substation with enough lead time to secure a vehicle and thereafter arrive at the location of the extra duty employment assignment by the listed start time.
 - b.** The vehicle assignment sheet posted adjacent to the key management system lists the patrol vehicles that are designated as extra duty assignment vehicles. These vehicles shall be used for extra duty assignments unless a supervisory officer places one or more of the vehicles out of service.

- c. In the event that the demand for extra duty assignment vehicles exceeds the available number of extra duty assignment vehicles, the on duty tour commander shall be responsible for making vehicle assignments for the officers still needing a vehicle. The tour commander shall review the schedule to determine the vehicles that will be used by the oncoming shift and shall not assign any vehicle that will be used on the ensuing shift unless there is no other alternative.

H. Performance of Duty - Professional Conduct

1. Officers engaged in extra-duty employment are required to conduct themselves in accordance with the rules of conduct of this department and all applicable written directives.
2. It is essential that all officers employed in an extra-duty capacity consider the professional image of the police department and the dignity and status of the profession prior to honoring any requests for unusual or suspect tasks.
 - a. All officers engaged in extra duty employment are on-duty officers and shall not perform any task not associated with police work that might demean the image of the department or diminish the respect for the profession.
 - b. Any officer having questions concerning such a request shall summon a supervisor for consultation.
 - c. In the event that a conflict results from the refusal of an officer to perform a task in accordance with the provisions of this section, the officer shall summon the tour commander for consultation.
 - i. If the tour commander cannot resolve the matter, he/she shall order the suspension of the extra-duty employment assignment until the Chief of Police or his designee can complete a review of the circumstances.
 - ii. The tour commander must immediately notify any additional officers scheduled for the assignment of this suspension to prevent unnecessary response of such officers.
 - iii. The affected officer must complete a written memorandum report and forward it through the chain of command to the chief of police. Upon consideration by the chief of police the approval for the extra-duty employment may be restored or permanently revoked.
3. Officers employed in an extra-duty capacity shall immediately terminate their employment if it is deemed to be unsafe to the working personnel or unlawful. The notification and review procedures as outlined above shall apply to these situations as well.
4. All officers assigned to extra-duty employment are required to foster a

professional image of the department by promptly arriving at the designated location on the date and time scheduled.

- a.** Lateness and/or unannounced absence are sufficient justification for an ineligibility term.
- b.** Under no condition, except those identified below, shall an officer leave an extra-duty employment assignment prior to the scheduled termination of the assignment without the expressed permission of the employer and the tour commander.
- c.** Officers shall not distract themselves from their responsibilities of providing police protection. Engaging in extended social contacts or family obligations is prohibited.

I. Notification Procedures for Road Closures

- 1.** All officers assigned to extra-duty employment are required to make a mandatory notification to the tour commander, of any road closure caused by an extra-duty detail.
- 2.** Once the tour commander has been notified of any road closures. It shall be their responsibility to post this notification on the North Bergen Police Departments Twitter account.

J. Emergency Recall

- 1.** In certain limited cases the tour commander may need to recall to full duty one or more officers assigned to extra-duty employment for reasons of a public safety emergency. While the provisions of this subsection make this a permissible action, it should be noted that this shall be considered an extraordinary action that must only be exercised in the face of a bona fide police emergency.
- 2.** In making such a determination the tour commander must consider the following:
 - a.** The nature and degree of the exigency.
 - b.** Possible hazard created by removing officers from their assignment (risk vs. need).
 - c.** Less drastic alternatives (e.g., mutual aid, recall of off duty personnel, etc.).
- 3.** If one or more officers are recalled from an extra-duty assignment to assist in an emergency, the tour commander shall, at the earliest opportunity, return those officers to their extra-duty assignments or arrange to have the assignment covered by another officer.
 - a.** A tour commander ordering the recall of any officer to full duty for any

length of time from an extra-duty assignment shall submit a written memorandum report to the patrol captain detailing the reasons and justifications for such action.

- b.** The patrol captain shall evaluate the report and make recommendations concerning a reduction in the number of hours billed to the contracting entity.

K. Payment for Services Rendered

- 1.** Officers completing extra-duty assignment shall submit a form number 56 “North Bergen Police Department Record of extra-duty related employment”. This form is a two-part form which has a police copy and company copy. Upon completion of the extra-duty assignment all applicable lines are to be filled out including date, officer, company, location, vehicle number, on duty time, off duty time, officers signature, employers signature. The half listing (COMPANY COPY) is to be given to the employer. The other half of the form (NB POLICE COPY) is to be submitted for payment. The original (NB POLICE COPY) form with blue letterhead, shall be submitted for payment to payroll. If a color copy form is not available, a black and white form may be submitted to payroll but it must be signed in blue ink.
- 2.** The NB POLICE COPY extra-duty form should be submitted into payroll at the completion of the extra duty assignment but no later than the officers next tour of duty. Under no circumstances shall an extra duty- duty form be submitted into payroll outside of the payroll period which it occurs under.
- 3.** The Administrative Assistant shall compile and forward reports to the Finance Department and Human Resources Office detailing the extra-duty employment assignments for each payroll period to facilitate the transfer of funds from the escrow accounts and subsequent payment to the individual officers.

L. Other Considerations

- 1.** As per the New Jersey Attorney General’s legal opinion dated 12/1/77, only officers employed and compensated through the municipality will be considered “on-duty” for liability and indemnification purposes.
- 2.** As per a memorandum issued by the Director of the Division of Pensions in the State of New Jersey, “Only service as a policeman or fireman paid by an employer” is considered creditable service under PFRS (N.J.S. 43:16A4) and other conditions or types of employment may affect the accidental disability and death benefits of the PFRS.
- 3.** Officers employed in an extra-duty capacity are required to take appropriate police action when necessary and retain all police/arrest powers as if they were working a normal tour.
 - a.** Any officer employed in an extra-duty capacity who utilizes police powers (arrest, force) in the course of such employment shall be required to

conform to all of the reporting requirements of a department officer on duty as set forth in the applicable written directives.

- b.** In addition, a written memorandum report, prepared by the officer involved, and describing the incident in detail, shall be forwarded to the patrol tour commander for review and forwarding through the chain of command.
- 4.** When it becomes necessary for an officer engaged in an extra-duty employment assignment to take enforcement action necessitating the arrest and processing of a suspect, the duty tour commander shall be immediately contacted and advised of the circumstances surrounding the arrest.
 - a.** Whenever possible, the tour commander shall assign an officer from the on-duty patrol squad to handle the transportation and booking of the suspect.
 - b.** If the officer assigned to the extra-duty employment is required to leave the location of the extra-duty employment assignment as a result of enforcement actions, the tour commander shall, when deemed necessary, assign an officer from the on-duty squad to cover such assignment for the duration of the absence of such officer.
- 5.** An officer suffering any injury while engaged in extra-duty employment shall be required to fully comply with the provisions of written directive governing Employee Injuries.
- 6.** Complaints received concerning the actions or inactions of officers engaged in extra-duty employment will be handled in accordance with the guidelines established in the written directive governing Internal Affairs & Discipline.
- 7.** All court appearances arising out of actions taken by an officer while engaged in extra-duty employment will be treated as any other court obligation. Accordingly, officers are entitled to all of the salary and benefits provided for in their applicable collective bargaining agreements for attendance at court sessions.

V. VIOLATIONS:

- A.** Failure to wear the appropriate uniform may result in a term of ineligibility from working police extra-duty assignments for a period of seven (7) days. This includes a failure to wear the Federal Standard Traffic Safety Vest (reflective vest) that is issued by the department.
- B.** Failure to report for a scheduled police extra-duty assignment may result in a term of ineligibility from working extra duty assignments for a period of seven (7) days.
- C.** Officers who give away an extra-duty assignment without notifying the Chief's administrative designee will be ineligible from working assignments for seven (7) days. The officer who accepts said assignment without notifying the Chief's administrative designee

will also be ineligible from working details for seven (7) days.

- D.** If an officer assigned an extra-duty assignment fails to show for the assignment, or is repeatedly late for assignments, or is excessively late for any particular extra-duty assignment, then said officers will be ineligible from working extra-duty assignments for a period of seven (7) days.
- E.** In instances when contractors fail to show up for an extra-duty assignment, the officer must remain at the location until he or she is released by the administrative designee. Failure to do so will result being ineligible from working extra duty assignments for seven (7) days.
- F.** A record of the officer's ineligibility will be documented using NBPD Form # 218, Extra-Duty Notice of Ineligibility (Appendix A). These forms will be kept by the Chief's administrative designee and may be used to recommend placing the officer in the department's early intervention program.
- G.** Failure to submit an extra-duty NBPD Copy Form during the payroll period which it occurred under shall result in a twenty-one (21) day suspension from eligibility to work an extra duty assignment.
- H.** Officers who fail to turn in the NBPD Copy Form signed in blue ink will delay being paid on time until the proper sheet has been submitted.
- I.** A violation of this policy may result in department discipline in conjunction with the Extra-Duty Notice of Ineligibility.
- J.** Continued violations of this policy may also result in progressive discipline.



Robert J. Farley Jr.
Chief of Police

Appendix A



ALLEN PASCUAL
Commissioner

TOWNSHIP OF NORTH BERGEN DEPARTMENT OF PUBLIC SAFETY

POLICE DEPARTMENT

LAW & PUBLIC SAFETY BUILDING
4233 KENNEDY BOULEVARD
NORTH BERGEN, NJ 07047



Robert J. Farley Jr.
Chief of Police

EXTRA-DUTY NOTICE OF INELIGIBILITY

Involved Officer _____

FOR ONE OR MORE OF THE FOLLOWING RESONS YOU ARE INELIGIBLE TO WORK EXTRA-DUTY
ASSIGNMENTS FOR A PERIOD OF ☐ SEVEN (7) DAYS ☐ TWENTY ONE (21) DAYS

BEGINNING _____ ENDING _____
(START DATE) (END DATE)

- ☐ Failure to wear the appropriate uniform including Federal Standard Traffic Safety Vest
- ☐ Failure to report for a scheduled police extra-duty assignment
- ☐ Officer was on, or returning from the absence list and accepted an extra-duty assignment within the seven (7) days of returning to work knowing that they are not eligible to work an extra-duty assignment due to this fact
- ☐ Officer gave away an extra-duty assignment without notifying the Chief's administrative designee
- ☐ Officer accepted extra-duty assignment from another officer without notifying the Chief's administrative designee
- ☐ Officer was repeatedly late for extra-duty assignments
- ☐ Officer was excessively late for a particular extra-duty assignment
- ☐ Officer was assigned an extra-duty assignment and called in absent for their regular tour of duty, twenty four hours prior to or after working an extra-duty assignment.
- ☐ Officer failed to remain on the extra-duty assignment until he or she is released by the administrative designee when a contractor failed to show up for the extra-duty assignment
- ☐ Officer failed to submit NB Police Copy form to payroll as per policy.

Administrative designees signature
NBPD Form # 218 rev 10/2015

Officers Signature

Date

Appendix B



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**TOWNSHIP OF NORTH BERGEN
DEPARTMENT OF PUBLIC SAFETY
POLICE DEPARTMENT**

LAW & PUBLIC SAFETY BUILDING
4233 KENNEDY BOULEVARD
NORTH BERGEN, NJ 07047



Robert J. Farley Jr.
Chief of

EMERGENCY EXTRA-DUTY REQUEST FORM

TO BE FILED WHEN AFTERHOUR EXTRA-DUTY REQUEST IS RECEIVED

Company Requesting Emergency Extra-Duty Officer

Date & Time Received

Name of Representative Making the Request

Contact Phone number

Work Location

Estimated Length of Time for Extra-Duty Assignment

Officer Receiving Request

Officer assigned Extra- Duty Assignment

Time & Date Officer assigned

Once complete submit this form to Records to ensure payment.

Appendix C

NORTH BERGEN POLICE DEPARTMENT
RECORD OF EXTRA-DUTY POLICE RELATED EMPLOYMENT

DATE: _____ DAY OF WEEK _____ CAD # _____

OFFICER _____ SHIELD # _____

COMPANY _____

SHOPRITE ☐ Board of Ed ☐ DOT 495 ☐

LOCATION _____

VEHICLE USED: YES ☐ NO ☐ VEHICLE # _____

VEHICLE USE AUTHORIZED BY: _____

CANCELLED ☐ EMERGENCY ☐ WEEKEND ☐ HOLIDAY ☐

ON DUTY: _____ OFF DUTY: _____

TOTAL REGULAR HOURS: _____ TOTAL OVERTIME HOURS: _____

DETAIL ASSIGNED BY (NBPD) _____

OFFICER'S SIGNATURE _____

VERIFIED BY (EMPLOYER) _____

COMPANY WORK ORDER OR RECEIPT # _____ (IF AVAILABLE)

****ALL VENDOR ISSUED PAPERWORK MUST BE ATTACHED TO THIS FORM****

NBPD COPY
pg 1 of 2

NORTH BERGEN POLICE DEPARTMENT

RECORD OF EXTRA-DUTY POLICE RELATED EMPLOYMENT

DATE: _____ DAY OF WEEK _____ CAD # _____

OFFICER _____ SHIELD # _____

COMPANY _____ Shop Rite ☐ BOE ☐

LOCATION _____

VEHICLE USED: YES ☐ NO ☐ VEHICLE # _____

CANCELLED ☐ EMERGENCY ☐ WEEKEND ☐ HOLIDAY ☐

ON DUTY: _____ OFF DUTY: _____

TOTAL REGULAR HOURS: _____ TOTAL OVERTIME HOURS: _____

DETAIL ASSIGNED BY (NBPD) _____

OFFICER'S SIGNATURE _____

VERIFIED BY (EMPLOYER) _____

COMPANY WORK ORDER OR RECEIPT # _____ (IF AVAILABLE)

COMPANY COPY
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Appendix D

NORTH BERGEN POLICE EXTRA DUTY EMPLOYMENT INSPECTION REPORT

Supervisor Name:		Date:	Tour:	Squad
Insp Time:	Location / Officer	Vehicle	OBSERVATION MADE / APPEARANCE OFFICER	
SIGNATURE:			BADGE#	
REVIEWING SUPERVISOR SIGNATURE:			BADGE#	