

**TOWNSHIP OF CRANFORD  
CRANFORD, NEW JERSEY**

**ORDINANCE NO. 2022-17**

**AN ORDINANCE TO AMEND THE CODE OF THE TOWNSHIP OF CRANFORD  
CHAPTER 93, ARTICLE III, SECTIONS 28 AND 29**

**WHEREAS**, the Township of Cranford, in the County of Union, State of New Jersey (the “Township”), established fees for special services of the Police Department; and

**WHEREAS**, Chapter 93, Article III, Section 28 sets forth the Special Escort Service for special police protection; and

**WHEREAS**, the rate for Police Officer Extra Duty Services; Extra-Duty Service to the Board of Education; and Extra Duty Vehicle Fees have not been increased since 2013; and

**WHEREAS**, any third party-vendor fee is the extra-duty employers’ responsibility; and

**WHEREAS**, the Township Committee of the Township of Cranford has determined that it is in the best interests of the residents of the Township to update those fees.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Cranford, in the County of Union, State of New Jersey, that §93-29 of the Code of the Township of Cranford is hereby amended as follows:

**SECTION 1.** Chapter 93, Article III, Section 28 shall be amended as follows:

**§93-28 Special Escort and Extra-Duty Service.**

A. For the purpose of this section, the following terms shall have the meanings indicated:

**EXTRA-DUTY SERVICE**

Any request for the provision of police services to a particular location to be provided on a voluntary basis by members of the Police Department while otherwise off-duty.

**THIRD-PARTY VENDOR**

The outside entity selected by the Township to administer the off-duty employment process including not limited to communicating requesting agency(ies), scheduling the officers, invoicing, and receiving escrow and or payments.

**REQUESTING AGENCY**

Any person, firm or corporation, public or private, desiring to use such special escort or extra duty service.

**EXPLANATION – Matter struck through ~~thus~~ in the above ordinance is not enacted and is intended to be omitted in the law. Matter underlined thus is a new matter.**

## SPECIAL ESCORT SERVICE

The provision of special police protection for any person, firm or corporation, public or private, for the purpose of transporting money or other valuable goods within the boundaries of the Township.

### B. Fees & Conditions.

(1) The cost of special escort service rendered by the Police Department to any person, firm or corporation, public or private, is hereby fixed at \$50 ~~40~~ per trip, from a single source or origin to a single destination.

(2) The cost of Extra-Duty Service rendered by the Police Department to any person, firm or corporation, public or private, is hereby fixed as the fees charged by the Third-Party Vendor plus the following:

Hourly Rate=\$85 per hour \*includes an Administrative Fee of \$5 per hour

Minimum Job Hours=four (4) hours

Job Cancellation Restriction=two (2) hours prior to start time

(3) The cost of Extra Duty Service rendered by the Police Department to the Cranford Township Board of Education is hereby fixed as the fees charged by the Third-Party Vendor plus the following:

Hourly Rate=\$65 per hour \* includes an Administrative Fee of \$5 per hour

Minimum Job Hours=three (3) hours

Job Cancellation Restriction=two (2) hours prior to start time

(4) For any extra-duty service in excess of four hours, the Officer will be compensated in thirty-minute increments. There will be no quarter hour payments.

### C. Payment of fees.

(1) The desk officer or designated vendor, as applicable, shall record all requests received for escort and extra-duty service and shall file daily reports with the Chief of Police. The Chief of Police shall cause a monthly bill to be forwarded to each requesting agency and/or third-party vendor, detailing the date, destination and total cost.

(2) All bills are payable before the 10th day of the following month. Failure of the using agency and/or third-party vendor to pay the monthly bill in accordance with the terms of this section will constitute grounds for the termination of such special escort service until all bills are satisfied. Checks in payment shall be made payable to the Police Department of the Township.

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Report of receipts and a check representing total receipts shall be filed with the Township Treasurer on a monthly basis.

(3) The Township may choose to utilize a third-party vendor to administrate and perform actions related to the off-duty employment process. The third-party vendor may charge an additional fee for services that are above and in addition to the fee structure stated above and utilize business collection rules as set forth in the contract between the Township and the third-party provider. If a Police car is requested by the vendor in connection with the police related activity, the vendor shall pay \$25 per hour per vehicle required.

The third-party provider will reimburse the Township via ACH or other funds transfer methods, according to the fees set forth above, due to the Township and officer, in a timely manner, usually coinciding with payroll periods for "jobs" that the officers have performed or were scheduled for, in accordance with the above listed rules of employment between the Township and the vendor seeking services.

In addition to the rates payable by said person(s) or entity(ies) for the police officers employed on outside police details and/or other costs set forth in this section, Cranford Township, either directly or through a contracted vendor, shall collect an administrative fee to offset the administrative costs associated with the assignment of the Cranford police officers. This administrative fee shall include: (i) a fee calculated at the rate of 24.2% of fees payable to Cranford Township; and (ii) a fee calculated at the administrative rate imposed by any contracted vendor utilized by Cranford Township for the scheduling or administration of assignment of the police officers employed on said outside police details.

D. Exceptions. The Township Committee may, by resolution, waive the fees required ~~under this section~~ for the following:

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- (1) Religious organizations holding regular services in the Township.
- (2) Public schools under the jurisdiction of the Township of Cranford Board of Education.

**SECTION 2.** Chapter 93, Article III, Section 29 shall be amended as follows:

**§93-29 Use of police vehicles.**

- A. Whenever the use by a police officer engaged in authorized extra-duty service ~~employment~~ shall be requested by an extra duty employer and authorized by the Chief of Police or his designee, or whenever the Chief of Police or his designee shall deem a police vehicle necessary for the safety of a police officer or any other person in connection with any authorized extra-duty employment, there shall be a fee charged to the employer of ~~\$25~~40 per hour, with a minimum of four hours per vehicle. Such fees shall be paid in advance.
- B. Authorization. Use of such police vehicles shall be solely in the discretion of the Chief of Police or his designee. Nothing contained in this section shall be deemed to entitle any person to the use of a police vehicle.

**SECTION 3.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be unconstitutional or invalid by any Court of competent jurisdiction, such decision shall not affect the remaining portions of this ordinance.

**SECTION 4.** All ordinances of the Township that are inconsistent with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 5.** Upon final passage and publication according to law, this ordinance shall become effective immediately as required by law.

Introduced: July 7, 2022  
Adopted: August 10, 2022

APPROVED:

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Kathleen Miller Prunty  
Chairperson, Township Committee

ATTEST: \_\_\_\_\_

Patricia Donahue, RMC  
Municipal Clerk

**EXPLANATION –** Matter struck through ~~this~~ in the above ordinance is not enacted and is intended to be omitted in the law. Matter underlined this is a new matter.

Recorded Vote	Introduced	Adopted
Kathleen Miller Prunty	Aye	Aye
Jason Gareis	Aye	Aye
Brian Andrews	Aye	Aye
Gina Black	Aye	Aye
Mary O'Connor	Aye	Aye

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