

POLICY CONCERNING INVOICING AND PAYMENT FOR POLICE DETAILS PROVIDED BY THE TOWN OF AUBURN

In 2008, the Town of Auburn established a "Police Special Details Revolving Fund" pursuant to RSA 31:95-h, for the purpose of covering the costs associated with the provision of police special details. As a result, all revenues received from police special details is to be deposited into the fund, and the money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general fund unreserved fund balance.

The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body (Board of Selectmen) with no further approval being required by the legislative body (Town Meeting) to expend.

The intention of the "Police Special Details Revolving Fund" is to dedicate the revenue from the performance of police special details to covering the cost of providing the service referred to as police special details so that this activity will have no impact on the Town's general fund or tax rate.

Fees and Costs to be Covered:

Police Special Details will be scheduled and assigned through the Auburn Police Department, under the direction of the Chief of Police.

The Police Department will provide to the Selectmen's Office timely information concerning the provision of police special details in order for the Selectmen's Office to ensure the officer(s) providing police special details are timely paid the wages they are due for this activity, and to invoice the public or private concern that scheduled and contracted for the service.

The Board of Selectmen shall determine the hourly rate to be charged to public or private concerns for the provision of police special details. The rate shall be based on the individual's hourly rate of pay determined by the Collective Bargaining Agreement with the Auburn Police Union, and related benefits and administrative overhead costs determined by the Board of Selectmen. The hourly rate to be charged for shall be reviewed at least annually by the Board of Selectmen.

The Town of Auburn expects payment of invoices for police special details within thirty (30) days of the date of the invoice for this service. This is to ensure the intention of not impacting the Town's general fund or tax rate is achieved.

Interest to Be Charged for Late Payments:

If an invoice is not paid within thirty (30) days of being issued to public or private concerns that scheduled and contracted for the service, the Town of Auburn will charge interest at the rate of 1.5% per month on unpaid balances.

The following statement shall appear on the bottom of all invoices issued by the Town of Auburn for police special details: *"Balances over 30 days are subject to 1.5% monthly interest."*

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Sustained Unpaid Invoices:

In the event invoices for police special details continues to be unpaid after ninety (90) days of being issued, the Town of Auburn will cease to provide future police special details to that public or private concern until such time as all outstanding invoices have been paid in full.

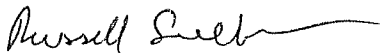
Lack of Timely Notification of Cancellation:

Any public or private concern that schedules the Auburn Police Department to provide a police special detail and cancels that detail with less than two hours notice to the Auburn Police Department; or fails to notify the Auburn Police Department at all of the cancellation, shall be invoiced for the minimum four (4) hour duration of the police special detail.

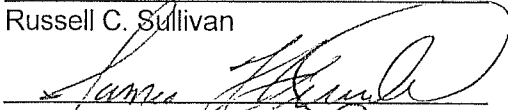
Effective Date:

This policy shall take effect on December 15, 2014.

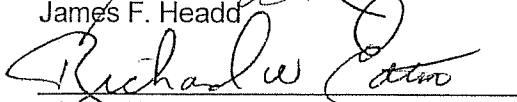
Adopted by the Board of Selectmen the 1st day of December, 2014.



Russell C. Sullivan



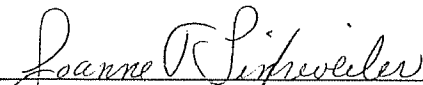
James F. Headd



Richard W. Eaton

AUBURN BOARD OF SELECTMEN

Received and recorded this 3 day of December, 2014



Joanne T. Linxweiler, Town Clerk