



September 30, 2025

Dear Valued Client,

Beginning November 8, 2025, Extra Duty Solutions (EDS) will administer extra duty details for the Springfield Township Police Department, Burlington County, NJ.

As part of this partnership, EDS provides customers with access to our online Customer Portal, which streamlines the entire process from requesting Officers to payment of invoices. Additionally, EDS maintains a robust insurance program designed to protect against claims arising out of the assignment of off-duty personnel acting in a security capacity.

All customer requests and payments will be managed exclusively through the EDS Customer Portal. The portal provides a single location where you can:

- **Submit officer requests**
- **Track the status of requests**
- **Review and pay invoices**

The portal is designed to make the process of hiring a police officer easier, faster, and more accurate for everyone involved.

Our Account Management team is available 24/7/365 to assist with cancellations, inquiries, and any account management requests. EDS also handles all officer scheduling and facilitates customer payments through the portal.

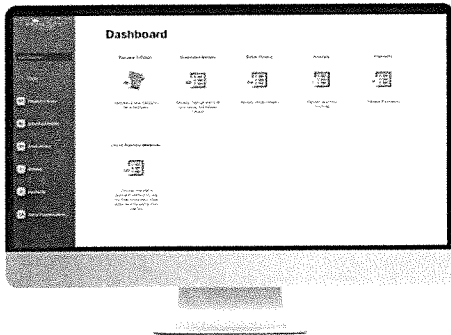
Account Team Contact Information for the Springfield Township Police Department:

Phone #: 609-447-3599

Email: SpringfieldTwpNJ@extradutysolutions.com

Please register as a new customer in the portal at: <https://portal.extradutysolutions.com>

Please note: If you already have an account with Extra Duty Solutions from hiring officers through another agency, do not attempt to register a new account. Instead, call the account team listed above, and they will assist you in connecting your existing account to the new agency.



A member of the account management team will review each submission and contact you if clarification is needed or if adjustments are required to meet the department's extra duty rules.



Pay rates are per officer, per hour:

Standard officer rate: \$108.00

Cruiser fee (per day): \$97.20

**Fees included but are not limited to agency admin fees, scheduling fees, etc.*

We make every effort to find an officer to fill your request. However, because extra duty work is voluntary, there is a chance your request may go unfulfilled.

Here are some policies you need to be aware of:

- The department requires a four (4) hour minimum to schedule an officer.
- If a job is canceled with less than a one (1) hour notice, each officer scheduled will be paid the four-hour minimum. No vehicle fee will be charged for a canceled detail.