



---

*Law Enforcement Officer Program Guidelines*

---

- ❖ Invoices should be submitted no later than seven (7) days of the completion of each Job. Amounts shown on the invoice will be all-inclusive per Job, to include administrative, vehicular or applicable processing fees. No additional or miscellaneous changes will be accepted after the receipt of the original invoice. Once a customer has been billed, we will assume no additional financial responsibility for that Job.
- ❖ Provide complete fee schedule prior to submitting the first invoice. Detail miscellaneous fees that may appear on your invoice. Any subsequent changes, updates or modifications should be provided in writing for consideration.
- ❖ All orders for officers must be authorized with AWP, Inc. prior to scheduling an officer. Any calls from the field to schedule an officer should be directed to AWP, Inc. at 1(800) 343-2650 for confirmation and authorization.
- ❖ Officers will be paid no more than the total hours worked by AWP personnel as defined by the AWP job ticket.
- ❖ Cancellation and minimum fees do not apply to relief officers scheduled above the original requested time coverage.