



# GREATER SUDBURY POLICE SERVICE PAID DUTY REQUEST FORM

## PART A - TO BE COMPLETED BY THE PERSON/AGENCY/ORGANIZATION REQUESTING PAID DUTY

REQUESTOR NAME:

NAME OF ORGANIZATION/AGENCY:

PHONE NUMBER:

ORGANIZATION ADDRESS:

EMAIL ADDRESS:

## FOREMAN/SITE CONTACT INFORMATION

NAME:

PHONE NUMBER:

EMAIL ADDRESS:

## EVENT DETAILS

TYPE OF PAID DUTY (check all that apply):  TRAFFIC  ESCORT  SECURITY  FILM

DUTIES TO BE PERFORMED:

Does event require permit?  YES  NO WILL ALCOHOL BE SERVED?  YES  NO

ANTICIPATED ATTENDANCE AT EVENT?

Date	Start Time	End Time	Location
	<input type="radio"/> a.m. <input type="radio"/> p.m.	<input type="radio"/> a.m. <input type="radio"/> p.m.	

+ -

## OFFICER AND EQUIPMENT DETAILS

# of Constables Required	# of Sergeants Required	# of Staff Sergeants Required	# of Cruisers Required	# of Marine Units Required

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I have read and understand the attached Terms of Agreement

SIGNATURE:

DATE:

## TO BE COMPLETED BY GREATER SUDBURY POLICE SERVICE

APPROVED  DENIED REASON IF DENIED:

REVIEWED BY:

## **TERMS OF AGREEMENT**

1. The minimum number of officers/supervisors required for the performance of the paid duty shall be determined by the Greater Sudbury Police Service in accordance with Service Policy.
2. The payment for services is due and payable at the the time of booking unless otherwise approved by the Greater Sudbury Police Service. Payments shall be made by credit card unless alternate tender is approved by the Greater Sudbury Police Service.
3. Contracted officers are billed at a minimum of three (3) hours regardless of whether they are actually required for the entire time.
4. Rates for partial hours in excess of time in contract will be billed to the nearest fifteen (15) minute increment.
5. Paid duty cancellation notifications must be made to:

**During normal business hours (Monday to Friday 8:00am to 4:00pm)**

Paid Duty Coordinator  
705-675-9171 ext 2523

**After normal business hours, weekends and statutory holidays**

On-Duty Patrol Operations Staff Sergeant  
705-675-9171 ext 2609

6. Where a cancellation notification is not received by the Police Service at least twenty-four (24) hours prior to the commencement of the event, a minimum three (3) hour charge will apply for each Police Service member booked for the paid duty at the hourly rate set out in the contract.
7. Provision of paid duty services is subject to prior approval by the Service.
8. Vehicles are a separately contracted item which are assigned to paid duties based on availability.
9. Rates for partial hours in excess of time requested in contract will be billed at the full hourly rate.