



Paid Duty Contract

THUNDER BAY POLICE SERVICE #:

Part A – To be completed by person / agency requesting paid duty. [PLEASE PRINT]

Name of requesting person / agency:

Address of requesting party (no., street, city, province, postal code):

Mailing or billing address if different from above (no., street, city, province, postal code):

Name of contact person:

Telephone number of contact person:

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Part B – To be completed by person / agency requesting paid duty. [PLEASE PRINT]

Describe the event for which the paid duty is required and type of paid duty service requested: (if more space is needed, please attach separate sheet)

Specifics:

Date of event:

Start Time:

Finish Time:

Location of event: (full address)

Number of officers requested:

Security issues anticipated / identified:

Will alcohol be served? Yes ___ No ___ Anticipated number of persons attending event: _____

Permit Required: _____ (Parade, MTO, Special Occasion , N/A)

Part C – Paid Duty Fee Structure.

POLICE SERVICE MEMBERS:

Patrol Officer	\$60.00/hr with 3hr minimum
Sergeant	\$70.00/hr with 3hr minimum
Staff Sergeant	\$80.00/hr with 3hr minimum
Civilian	\$55.00/hr with 3hr minimum

NOTE: Resources required for duty will be determined by the approving Senior officer or his/her designate

EQUIPMENT:

Cruiser – Mobile	\$30.00 per hour per cruiser with 3hr minimum + HST (required for parades, vehicle escorts, etc.)
Cruiser – Stationary	\$30.00 flat rate + HST (required for police personnel transport only).

ADDITIONAL FEES:

Short Notice Cancellation Fee - less than 24hrs notice – Officer(s) originally scheduled will be paid a minimum of 3hrs at the respective rate of pay as shown above PLUS \$100 cancellation fee.

Short Notice Booking Fee - less than 48hrs notice of an event – Officer(s) will be paid a minimum of 3hrs (or the number of hours requested) at the respective rate of pay as shown above PLUS \$100 short notice booking fee.

Christmas/NewYear Fees - Rates for Christmas Eve & Day and New Years Eve & Day are 1.5 times stated rates above.

On final approval of the contract, a copy of the contract and an invoice will be forwarded to the requestor's attention. The invoice is payable in advance of your event/escort.

ALL COMPLETED PAID DUTY CONTRACT AGREEMENTS SHOULD BE SUBMITTED TO THE BUDGET AND FINANCE CO-ORDINATOR VIA E-MAIL sherry.dubois@thunderbaypolice.ca, FAXED TO 807-346-0775 OR HAND DELIVERED TO THUNDER BAY POLICE HEADQUARTERS ,1200 BALMORAL STREET, THUNDER BAY, ON. Website: thunderbaypolice.ca

