



PAID DUTY REQUEST FORM

CHATHAM KENT POLICE SERVICE			
P.O. BOX 366, 24 THIRD STREET, CHATHAM ON N7M 5K5			
http://www.ckpolice.com			
ORGANIZATION INFORMATION		BILLING INFORMATION (If different than organization information)	
Name		Name	
Contact Person		Contact Person	
Address		Address	
Telephone		Telephone	
Fax		Fax	
Contact Email Address		Contact Email Address	

EVENT INFORMATION

Location of Event			
Event Type	Event Date	Start Time	End Time
<input type="checkbox"/> Wide Load Escort			
<input type="checkbox"/> Traffic Control			
<input type="checkbox"/> Security			
<input type="checkbox"/> Other (describe below)			
Attachment and Description (Maps or other specific instructions)			
<input type="checkbox"/> YES			
<input type="checkbox"/> NO			

Is alcohol being served?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> LLA PERMIT <input type="checkbox"/> SOP PERMIT
Officer and Vehicle Requirements		
Estimated Number in Attendance	Number of Officers Required	Number of Vehicles Required

PART B

AGREEMENT CONDITIONS

- There is a minimum charge of four (4) hours at a rate of \$70.00 per hour plus HST. (Rate is effective March 15, 2017)
- Police vehicle rate is \$25.00 per hour for actual time used plus HST.
- Payment may be made at any municipal office throughout the municipality.
- With less than 24 hours' notice of cancellation, there will be a minimum of four (4) hours charged.
- There will be no charge for more than 24 hours' notice of cancellation.
- Cancellations must be made by contacting the paid duty administrator at PaidDuty@chatham-kent.ca or the duty Sergeant at 519- 436-6600, extension 626.
- Police officers providing service under this agreement shall be required to perform only those duties which are normally performed by police officers.
- The employment shall be of such nature and so located that the officer would be available for emergency police duties.
- The number of officers indicated by the organization is subject to change by the Chief of Police or his/her designate based on the information provided.
- Where alcohol is being served, conditions may be redefined as determined by the Chief of Police or his/her designate at the time of application. The organization will be notified of any changes.

I have read, understand and agree to the Chatham-Kent Police Services' paid duty policy as outlined above.

Signature of Requestor

Date (dd/mm/yyyy)

PART C (To be completed by paid duty administrator or duty NCO)

PLATOON(S) AVAILABLE _____

OFFICER #1 _____

OFFICER #2 _____

OFFICER #3 _____

OFFICER #4 _____

OFFICER #5 _____

OFFICER #6 _____

PART D (To be completed by paid duty administrator or duty NCO)

If a cancellation call is received, please complete the following:

Date of Cancellation	Time of Cancellation	Cancelled By	Person taking Cancellation	Officer(s) Notified