



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 \$66.50 per hour plus HST. (Rate is effective January 2015)
- 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 519-676-5133 or the duty sergeant at 519-436-6600, extension 626 should the paid duty administrator be unavailable.
- 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 |
|----------------------|----------------------|--------------|----------------------------|---------------------|
| | | | | |