



# THUNDER BAY POLICE SERVICE PAID DUTY CONTRACT

#: PD

## Part A – To be completed by person/agency requesting paid duty. (PLEASE PRINT)

Name of requesting person/agency: \_\_\_\_\_

Address of requesting party (full address): \_\_\_\_\_

Mailing/Billing address if different from above: \_\_\_\_\_

Name of contact person: \_\_\_\_\_ Telephone number: (      ) \_\_\_\_\_

## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of event: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ Anticipated number of persons attending event: \_\_\_\_\_

Location of Event (full address): \_\_\_\_\_

Number of Officers Requested: \_\_\_\_\_ Permit Required (Parade, MTO, Special Occasion, N/A): \_\_\_\_\_ Will alcohol be served  Yes  No

Security Issues anticipated/identified: \_\_\_\_\_

## Part C – Paid Duty Fee Structure

### Police Service Members:

Patrol Officer: \$72.00/hr with 4hr minimum  
Sergeant: \$80.00/hr with 4hr minimum  
Staff Sergeant: \$85.00/hr with 4hr minimum  
Civilian: \$67.00/hr with 4hr minimum

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

### Equipment:

Cruiser-Mobile: \$35.00/hr per cruiser with 4hr minimum +HST  
(required for parades, vehicle escorts, etc.)  
Cruiser-Stationary: \$35.00 flat rate +HST  
(required for police personnel transport only)

### ADDITIONAL FEES:

**Short Notice Cancellation Fee:** Less than 24 hours notice – A minimum four (4) hour charge will apply for each Police Service Member booked for the paid duty PLUS \$100 cancellation fee.

**Short Notice Booking Fee:** Less than 48 hours notice of an event – \$100 short notice booking fee.

**Christmas/New Year's Fee:** Rates for Christmas Eve & Day and New Year's Eve & Day are 1.5 times stated rates above.

**Administration Fee:** 16% of total duty added to each invoice.

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 MUST BE EMAILED TO [paid duty@thunderbaypolice.ca](mailto:paid duty@thunderbaypolice.ca).**



**Part D – To be completed by person/agency requesting paid duty.**

**Terms of Paid Duty Contract Agreement**

1. Paid Duty request **must** be filed using the Thunder Bay Police Service Paid Duty Contract.
2. The minimum number of officers/supervisors required for the performance of a paid duty shall be determined by the Police Service in its discretion, based on the nature of the event. The decision is reflected on the invoice.
3. Subject to paragraph 2 of this Part, the invoiced amount, less any deposit paid, is due and payable in full no less than 48 hours prior to scheduled event date. Payment shall be by cheque only, payable to the Thunder Bay Police Service, forwarded to the attention of the Budget and Finance Co-ordinator, Thunder Bay Police Service, 1200 Balmoral Street, Thunder Bay Ontario, P7B 5Z5. (If client is another City of Thunder Bay department a journal entry can be used for payment and that entry is done by the Budget and Finance Co-ordinator for Thunder Bay Police). Under no circumstances should payment be made directly to attending officers. Failure to meet a payment deadline above will result in the cancellation of this paid duty contract agreement and non-attendance of paid duty officers/equipment.
4. Where Police Service member(s)/equipment is/are required for hours in addition to those specific in Parts B and C above, an invoice will be issued by the Police Service based on the hourly rates specific in Part C. Payment shall be due upon receipt of the invoice in the form specified above (cheque only).
5. Paid duty requests should be submitted by way of this contract agreement at least ten (10) days prior to the event. This contract agreement must be emailed to paidduty@thunderbaypolice.ca
6. Short notice requests are defined as requests submitted less than 48 hours prior to the event. Short notice requests must be emailed to paidduty@thunderbaypolice.ca **and** the Paid Duty Chair must also be contacted via cell-phone (**807-633-9591**) to work out the contract details. A short notice request will result in the addition of a \$100.00 short notice fee.
7. Where cancellation notification is not received by the Police Service 24 hours prior to the commencement of the event, a minimum four (4) hour charge will apply for **each Police Service member booked for the paid duty**. Refunds will be less the cancellation charge.
8. **Provision of paid duty services in accordance with this Contract is subject to prior approval of a Police Service Command Officer.** In the event approval is not granted, the Contract shall become null and void and any monies paid shall be returned (less a short notice fee is applicable).
9. Police Officers providing service under this agreement shall be required to perform only those duties which are normally performed by police officers.
10. Police Officers providing services under this agreement inside a premise where alcohol is being served shall begin the paid duty no less than five (5) hours prior to the termination of the special occasion permit.
11. A minimum of two (2) officers will be contracted for duties in a premise where alcohol is being served. The fact that paid duty officers are present at a special occasion permit function under the Liquor License Act, does not in itself abrogate the responsibility of the License Holder to provide security for the event under the LLA.
12. Required Staffing ratio shall be:
  - a. 1 to 4 constables – no supervisor
  - b. 5 to 9 constables – 1 sergeant
  - c. 10 to 16 constables – 1 sergeant and 1 staff sergeant
13. Any questions should be emailed to paidduty@thunderbaypolice.ca

**By my signature, below, I acknowledge that I have read, understood, and agree to abide by all the Terms of this Agreement and that I have the authority to bind the person/agency requesting the paid duty named above in Part A. Cheque payable to: Thunder Bay Police Service.**

Signature of Person Authorizing Requested Paid Duty \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Part E – To be completed by Command Officer reviewing and approving request**

Name of Command Officer:	Division:	Date:	Paid Duty is:
_____	_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied

If denied, please provide reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_