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| Requestor Name:       |
| Name of Organization/Agency:       |
| Contact Phone Number:       |
| Organization/Agency Address:       |
| Email Address:       |

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| FOREMAN/SITE CONTACT PERSON INFORMATION |
| Name:       |
| Phone Number:       |
| Email Address:       |

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| EVENT DETAILS |
| Type of Paid Duty (check all that apply) |  [ ]  Traffic [ ]  Escort [ ]  Security [ ]  Film |
| Provide a brief description of the event and duties which will be performed      |
| Does the event require a permit? |  [ ]  Yes [ ]  No |
| Will alcohol be served? |  [ ]  Yes [ ]  No |
| Anticipated Attendance at Event |       |
| **Event Particulars** |
| Date | Start Time (a.m./p.m.) | End Time (a.m./p.m.) | Location |
|       |        |        |       |
|       |        |        |       |
|       |        |        |        |

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| **The number of officers, including the combination and arrangement of officers and supervising officers, required for the paid duty event remains at the sole discretion of the Greater Sudbury Police Service.** |

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| [ ]  I have read and understand the attached Terms of Agreement |

**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 procedures.
2. The payment for services is due and payable at 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 increments.
5. **Paid duty cancellation notifications must be made to:**

**During normal business hours (Monday to Friday 8:00 a.m. to 4:00 p.m.)**

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

1. 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 sent out in the contract.
2. Provision of paid duty services is subject to prior approval by the Service.
3. Vehicles are a separately contracted item which are assigned to paid duties based on availability.
4. Rates for partial hours in excess of time requested in the contract will be billed at the full hourly rate.