



**TIMMINS POLICE SERVICE**  
**185 Spruce Street South, Timmins, Ont. P4N 2M7**

**Paid Duty Contract**

<b>PART I: REQUEST – To be completed by person/agency requesting paid duty (Please Print)</b>												
Name			Organization									
Mailing Address: (No., Street, Unit, City, Province, Postal Code)												
Contact Phone #1		Contact Phone #2		Email								
<b>PART II: DETAILS OF EVENT – To be completed by person/agency requesting paid duty (Please Print)</b>												
Event:			Date of Event:									
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	Start Time:		AM
			the _____ of _____,						Finish Time:		AM	
			(day)	(month)	(year)					PM		
Address of Event: (No., Street, Unit, City) (Please Print)							Contact Person at Event:					
Number of officers requested:		Number of hours each officer required: <small>(Note: 3 hour minimum charge per officer)</small>			Number of vehicles required:							
Anticipated attendance at the event:		Will Alcohol be served?  <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties expected to be performed:								
<b>PART III: ACKNOWLEDGEMENT OF TERMS OF AGREEMENT</b>												
It is understood that by my signature below I acknowledge that I have read and understood all Terms of Agreement contained in Part V of this contract (see Page 2), and that I accept and agree to abide by all the Terms of Agreement contained in Part V of this Contract.												
Signature:		Position:			Date:							
<b>PART IV: TO BE COMPLETED BY POLICE SERVICE (Please Print)</b>												
	Approved <small>(member/ equipment available)</small>	Number of Officers Required <small>(as per Service policy)</small>	Number of hours required for each member <small>(Minimum 3 hours)</small>	Total Number of Hours	Hourly Rate <small>*(Statutory Holiday Hourly Rate)</small>	Totals						
<b>Police Service Members</b>												
Constable					79.35/*105.80							
Sergeant					91.39/*121.86							
Staff Sergeant					98.04/*130.72							
Cruiser					60.00							
Other (please specify):												
Paid Duty Contract # <input type="text"/>		Subtotal before Administration Fee										
		Administration Fee (25%)										
		Subtotal before H.S.T.										
		{HST Number-125569202} + HST (13%)										
		<b>TOTAL*</b>										
Deposit Required? <input type="checkbox"/> Yes <input type="checkbox"/> No			Amount of Deposit: \$		Deposit Received: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque							

## **PART V: TERMS OF AGREEMENT**

1. The Police Service in accordance with Service Operating Procedure shall determine the minimum number of officers/supervisors required for the performance of a paid duty.
2. The sum listed above in Total, is due in full 4 days prior to the scheduled event unless otherwise agreed to by the Police Service. Payment shall be by cash or debit card at the Timmins Police Service located at 185 Spruce Street South in the City of Timmins.
3. Contracted officer(s) are billed at a minimum of three hours, regardless of whether they are actually required for the entire time requested in Part II.
4. Rates for partial hours in excess of the time requested in Part II will be billed to the nearest fifteen (15) minute increment.
5. Paid duty services requested for the following Statutory Holidays will be charged at Statutory Holiday hourly rate: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, Thanksgiving Day, Christmas Day and Boxing Day.
6. Paid duty cancellations must be submitted in writing and shall be directed as follows:  
  
During normal business hours (Monday to Friday 8:30 a.m. – 4:30 p.m.) to the Paid Duty Coordinator,  
**Fax (705) 360-2697, 185 Spruce Street South, Timmins.**  
  
After normal business hours, on weekends and statutory holidays to the On Duty Sergeant,  
**Fax (705) 360-2697, 185 Spruce Street South, Timmins.**
7. Where cancellation notification is not received by the Police Service at least 24 hours prior to the commencement of the event, a minimum 3 hour charge will apply for each Police Service member booked for the paid duty at the hourly rate set out in Part IV. Cancellation payments are due and owing in full, and payment must be received within 7 days of the date on which the paid duty is cancelled.
8. Provision of paid duty services in accordance with this Contract is subject to prior approval of the Inspector, Field Operations and Community Patrol. In the event approval is not granted, the Contract shall become null and void.
9. **VEHICLE REQUESTS**
  - a) Vehicles are a separately contracted item, which are assigned to paid duties based on availability.
  - b) Contracted vehicles are billed at a minimum of three hours, regardless of whether actually required for the entire time requested in Part II.
  - c) Rates for partial hours in excess of the time requested in Part II will be billed at the full hourly rate.
  - d) The Inspector, Field Operations and Community Patrol approving the paid duty may direct that a vehicle(s) is required for a paid duty or that a vehicle is not required for an event. In these instances, the requester will be contacted by the Police Service to advise of the change to the contract, and to confirm that the paid duty is still required. An amended copy of the contract will be faxed or mailed to the requestor prior to the paid duty.

Distribution: Original: Administrative Assistant  
Copies: Paid Duty Coordinator, Requesting Agency  
Revised: January 1, 2024