

## POLICY PR-34

### PAID DUTIES

The St. Thomas Police Service will arrange for officers to perform paid duties that have been approved by “Designated Officers”. Police Officer’s duties at these events are to be consistent with the police function, that being, prevention of a breach of the peace and enforcement of the law. Members will conduct themselves in accordance with the policies and procedures of the St. Thomas Police Service. Members shall be appropriately attired in uniform, unless otherwise authorized by the Chief of Police. Officers will receive payment for all Paid Duties from the St. Thomas Police Service through regular payroll.

#### **DEFINITIONS**

“**Client**” – Means a person or organization requesting the services of Paid Duty officers, from the St. Thomas Police Service.

“**Designated Officers**” - Shift Officer in Charge (Staff Sergeant, or in his or her absence, the Sergeant in charge). Senior Officer(s).

“**Duration**” - A minimum of three (3) hours is required for every Paid Duty officer.

“**Rate**” - Means the fee that shall be charged to a client for an officer performing a Paid Duty. The rate will be a First Class Constable’s current base rate calculated at time and one half. There will be a 10% administrative fee (equipment / administration of the policy) and *effective July 01<sup>st</sup>, 2010 HST will apply.*

“**Regular Duty**” – Means any scheduled duty including court, scheduled in-service training, assigned professional development activities, overtime and callbacks.

## **Types of Paid Duties**

Paid Duties are generated through two main sources:

1. **External** - Means a Paid Duty requested by an outside agency.
2. **Internal** - Means a Paid Duty that is posted by the St. Thomas Police Service.
3. For classification purposes all Paid Duties will be referred to as **Departmental Paid Duties.**

## **Procedure**

Individuals who are making Paid Duty requests or inquiries will be referred to the On Duty Officer in Charge. The Officer in Charge will consider the following prohibited functions prior to accepting a Paid Duty application.

## **Prohibited Functions**

Paid Duties will **not** be performed

1. On behalf of an employer or union in relation to a labor dispute;
2. At a function likely to promote a confrontation between participating groups;
3. As a bodyguard service;
4. For a money escort;
5. On the property of a licensed commercial location where liquor/beer is the predominant source of income, (e.g. Bars, clubs, taverns, etc...) unless otherwise approved by the Chief of Police;
6. Where officers are used as doormen checking identification or parking attendants.

7. Paid Duty assignments shall be available to all interested sworn members of the Police Service on an equal basis, however members on the following types of leave/duties are excluded from working Paid Duties
  - a)..... Accommodated duties
  - b).....Worker's compensation
  - c)..... Short Term / Long Term Disability
  - d).....Sick leave
  - e).....Parental leave
  - f)..... Maternity leave
  - g).....Sabbatical leave
  - h)..... Leave of absence
  - i)..... While on suspension
  - j)..... Those members suspended from working Paid Duties.
  
8. New Probationary Constables shall not perform a Paid Duty until they have successfully completed Post-OPC Field Training with a Coach Officer.
  
9. Members performing Paid Duty assignments shall be governed by all Federal, Provincial and Municipal laws including the Police Services Act and all policies and procedures of the St. Thomas Police Service, and remain an employee of and under the direction of the St. Thomas Police Service.
  
10. There must be a minimum of one hour between the end of regular duty and the commencement of a Paid Duty. There must also be a minimum of one hour between the conclusion of a Paid Duty and the start of regular duty. This allows for appropriate travel time, refreshments etc.

### **Liquor being served**

A minimum of two (2) officers are required when liquor is being served at a Paid Duty event / function.

### **Shift Officer in Charge**

The shift Officer in Charge receiving a request for a Paid Duty shall, in conjunction with the requestor/client, determine the appropriate number and rank of police officers required to adequately police the event having regard to the safety of the police officers and the general public. The OIC will determine if police vehicles are required to complete the Paid Duty.

1. The shift Officer in Charge will consider the appropriateness of the Paid Duty having regard to the:
  - a) Restrictions prescribed in the *Police Services Act*, and in this Procedure;
  - b) Availability (service) or sale of liquor;
  - c) Location of the Paid Duty;
  - d) Number and type of participants;
  - e) Alternative security measures being employed.
  
2. The Shift Officer in Charge will record the pertinent details of the Paid Duty on a Paid Duty Request Form (See Appendix "A" – Internal Departmental Paid Duty and Appendix "B" External Departmental Paid Duty).

3. The Shift Officer in Charge will complete a Paid Duty Sign up sheet. The Form will be posted in a conspicuous area for signing by interested officers. The Shift Officer in Charge will post a departmental email to "All Officers" indicating the Paid Duty has been appropriately posted. The shift Officer in Charge will ensure Pay Duties are distributed in a fair and consistent manner. Pay duties must not interfere with regular police duties.
  
- 4 The shift Officer in Charge will post a follow-up email to "All Officers", after the 48-hour period, indicating that the Paid Duty is filled and who will be completing the assignment. ***A copy of the completed Paid Duty Sign up Form will be forwarded to the Office Administrator for billing/payroll purposes and a copy to the Inspector in charge of staffing (for staffing purposes).*** The Office Administrator will keep copies of all Paid Duty Sign up Forms for audit and retention purposes. The Paid Duty Sign up Forms will be kept for 7 years.

### **Police Officers**

1. Interested officers are responsible to monitor the Paid Duty Sign up Sheet to ensure they have been successful in obtaining the Paid Duty in question. Prior to the start of a Paid Duty officers shall parade before the On Duty Officer in Charge. Officers shall be properly attired and fit for duty. All applicable Use of Force options will be readily available and in good order.
  
2. Officers shall carry a portable radio, and maintain communication throughout the Paid Duty.
  
3. At the completion of a Paid Duty the officer shall report off duty to the shift Officer in Charge.

4. Officers shall not perform Paid Duties that exceed 12 hours in a 24-hour period. The time worked on a Paid Duty shall not exceed five hours if immediately preceded, or followed, by a normal tour of duty.
5. Overtime Slips will be submitted to the On Duty Officer in Charge for verification of the hours worked and the Paid Duty performed. The original slip will be left for the Deputy Chief for authorization of payment. (See Appendix "C" for Paid Duty Overtime slip)

### **Unable to Complete a Paid Duty**

When police officers become aware that they will be unable to perform an assigned Paid Duty, they shall immediately notify the Officer in Charge. Police officers shall not be excused from a Paid Duty assignment unless they have a bona fide reason for not attending.

### **Fail to Report for Pay Duty:**

Penalty Guideline:

First Time in Twelve (12) Month Period: Forfeit one (1) month signing privileges.

Second Time in Twelve (12) Month Period: Forfeit three (3) months of signing privileges.

### **Safety Equipment**

Officers shall wear a "blaze" orange safety vest or an outer garment with high visibility, reflective material attached, while performing traffic or pedestrian control duties.

APPENDIX "A"



**REQUEST FOR PAID DUTY**  
Contracted Overtime Agreement

Part "A" – to be completed by the requestor / client / organization requesting the services of a St. Thomas Police Service Officer(s). (please print)

Date of Submission: \_\_\_\_\_  
Name of Organization: \_\_\_\_\_  
Requested by (name): \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Mailing or billing address if different than above: \_\_\_\_\_

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Type of event: \_\_\_\_\_  
Will liquor permit be obtained? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_  
Date of event: \_\_\_\_\_  
Address / location of event: \_\_\_\_\_  
Times required: From \_\_\_\_\_ To \_\_\_\_\_  
Details of events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of persons anticipated at event: \_\_\_\_\_  
Number of officers requested: \_\_\_\_\_  
Number of police vehicles required: \_\_\_\_\_

The above information will be reviewed after submission to the St. Thomas Police Service and the number of officers required may be changed. The requestor / client / organization will be notified of any changes accordingly.

Refer to Part "B" - "Terms of Agreement" for further information

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## Part “B” – “Terms of Agreement”

Police officers providing services under this agreement shall be required to perform only those duties which are normally performed by police officers.

The employment shall be of a nature and so located that officer(s) would be available for a call to emergency police duties.

The number of officer(s) and/or police vehicles indicated by the requestor / client / organization is subject to change by the Chief of Police and/or appropriate designate based on the information provided, the nature of the event, officer and public safety issues and concerns.

A minimum of two (2) officers will be contracted for duties in premises where liquor is served. The organization will be notified of any changes to the minimum numbers.

A completed “Request for Paid Duty – Contract Overtime Agreement” (Part “A”) and a signed acknowledgement (Part “B”) must be received by the St. Thomas Police Service at minimum, two (2) weeks prior to the scheduled event.

### **Rates:**

Hours of duty are a minimum of three (3) hours at the appropriate rate of pay. Current First Class Constable’s **hourly rate of pay** at time and one half.

**Administration fee:** ( for the administration of the policy and equipment)  
10%

**HST** will be added effective 01<sup>st</sup> July, 2010. For any contracted Paid Duties arranged between 01<sup>st</sup> May, 2010 and the implementation date of HST (01<sup>st</sup> July, 2010), where the event date is after July 01<sup>st</sup>, 2010 HST will also be applied.

**Vehicle rate:** means the fee that will be charged to the client where a police vehicle is required to complete a required Paid Duty - \$25.00 / hour.

All Paid Duties will be paid in full by the requestor / client / organization, at the time of acceptance of the application by the St. Thomas Police Service and prior to the Paid Duty being posted. If changes are necessary in the invoice, due to extended hours, the invoice will be amended and the amended payment collected and/or billed. Payment will be accepted during regular business hours (08:00 AM – 04:00 PM) Monday to Friday Excluding Statutory holidays via Cash, Debit and/or VISA along with the completed “Request for Paid Duty form” – APPENDIX “A” and the signed copy of the “Terms of Agreement” form – APPENDIX “B” at:

**The St. Thomas Police Service  
45 Caso Crossing,  
St. Thomas, Ontario, N5R 0G7**



***Delinquent payments will result in suspension of further contracts for service.***

**Cancellation fees:** Where cancellation notification is not received by the St. Thomas Police Service, Officer in Charge, at minimum 24 hours prior to the scheduled commencement of the event, a minimum of 3 hours charge plus the administration fee will apply for each police officer booked for the Paid Duty event. Cancellation payments are due immediately upon receiving an invoice from the St. Thomas Police Service.

Cancellations must be made by calling the On-Duty Officer in Charge at the St. Thomas Police Service headquarters at: (519) 631-1224 ext 119

*By my signature below, I acknowledge that I have read and understood all "Terms of Agreement" contained in Part "B" of this contract, and that I accept and agree to abide by all "Terms of Agreement". Further, that all information provided in part "A" of this request for Paid Duty services is complete and accurate to the best of my knowledge.*

X \_\_\_\_\_  
(Signature of person requesting Paid Duty)

Date: \_\_\_\_\_

Requesting agency / organization: \_\_\_\_\_

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**For Administrative Use:**

Reviewed by: \_\_\_\_\_ date \_\_\_\_\_

Approved by: \_\_\_\_\_ date \_\_\_\_\_

Application paid In full: Yes \_\_\_\_\_ No \_\_\_\_\_

Receipt Issued: Yes \_\_\_\_\_ No \_\_\_\_\_ By: \_\_\_\_\_

**Watch Commander**

**MEMORANDUM**



To: UNIFORM PERSONNEL

Date/time posted & by whom:

EXTRA PAY DUTY

**Subject:**

**Date:**

**Time:**

**Officer(s) to report to the On Duty OIC / NCO for assignment and additional details if any.**

**Rate of pay is as per Article XI, Section 11.04 of the Collective Agreement.**

**UNIFORM OFFICERS #1. \_\_\_\_\_**

**#2. \_\_\_\_\_**

**#3. \_\_\_\_\_**

APPENDIX "C"

COURT APPEARANCE    OVERTIME    CALL BACK    PAID DUTY

.....

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

TIME: \_\_\_\_\_ SHIFT: \_\_\_\_\_

RE:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

.....

**PERSONNEL USE ONLY:**

Pay period ending: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ = \_\_\_\_\_

Initials: \_\_\_\_\_ Day Owing: \_\_\_\_\_

Time Reported: \_\_\_\_\_ Hours – OIC: \_\_\_\_\_

NCO in Charge: \_\_\_\_\_

Deputy Chief: \_\_\_\_\_

Court Appearance Incident Number: \_\_\_\_\_