

## **Request for Paid Duty Contracted Overtime Agreement Information Package**

The St. Thomas Police Service will arrange for Police Officers to perform Extra Paid Duties that have been approved by “Designated Officers”. Police Officer duties at these events are to be consistent with the police function, that being the prevention of a breach of the peace and enforcement of the laws. 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 and/or designate. Officers will receive payment for all Extra Paid Duties directly from the Police Service through regular payroll.

**Part “A” – “*Contracted Overtime Agreement*” and  
Part “B” – “*Terms of Agreement*”,**

**must be completed in full, submitted to the St. Thomas Police Service at minimum two (2) weeks prior to the event, reviewed and approved by the Officer in Charge and payment made in full to the St. Thomas Police Service, before any services for a Paid Duty is rendered.**

Part “A” and “B” can also be found on the St. Thomas Police Service web site:

Go to: [www.stps.on.ca](http://www.stps.on.ca)

Home Page: Click “REQUEST FOR PAID DUTY – Click here”  
Fill in the form on line as complete as possible.  
Print the completed form  
Sign and date the “Terms of Agreement” Part “B”  
Submit the completed forms to the Officer in Charge – St. Thomas Police Service.  
Payment can be made via Cash, Debit or VISA

# 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):

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

Type of Event: \_\_\_\_\_

Will a Liquor Permit be Obtained? \_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

Date of Event: \_\_\_\_\_

Address / Location of Event:

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

Time Required FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Details of Event. Please be specific:

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

Number of Persons Anticipated @ the Event: \_\_\_\_\_

Number of Police Officer(s) Requested: \_\_\_\_\_

Number of Police vehicles Required: \_\_\_\_\_

The above information will be reviewed by the Officer in Charge of the St. Thomas Police Service, after submission and the number of officers requested may be changed. The requestor / client / organization will be notified accordingly of any changes required. Proceed to Part “B” – “Terms of Agreement”

# **Request for Paid Duty – “Terms of Agreement”**

## **Part “B”**

**General:**

Police Officers providing services under this agreement shall be required to perform only those duties that are consistent with a Police Officer’s function, namely: Preventing a breach of the peace and enforcement of the laws.

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 in Part “A”, the nature of the event, officer and public safety issues and concerns. A minimum of two (2) Police 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 “Contracted Overtime Agreement” – Part “A” and a signed “Terms of Agreement” – Part “B” must be received by the St. Thomas Police Service at minimum, two (2) weeks prior to the scheduled event date.

**Rates:**

Hours of duty are a minimum of three (3) hours at the appropriate rate of pay, that being:

A First Class Constable’s current base hourly rate of pay at time and one half.

For Liquor Licensed Paid Duties an additional fee of \$5.00 per hour per officer will be charged.

An administration fee (for the administration of the policy and related equipment) will be added at the rate of 10%. HST (Harmonized Sales Tax ) will be added effective the

01<sup>st</sup> day of July 2010. For any contracted Paid Duties arranged between 01<sup>st</sup> May 2010 and the implementation date of the HST (01<sup>st</sup> July, 2010), where the event date is after 01<sup>st</sup> July, 2010, HST will also be applied. “Vehicle Rate” means the fee that will be charged to the client where a police fleet vehicle is required to complete the required Paid Duty, that being \$25.00 / hour per fleet vehicle.

All Paid Duties will be paid in full by the requestor / client / organization, at the time of acceptance of the application forms by the St. Thomas Police Service and in any event, prior to the Extra Paid Duty being posted.

Continued .....

**Part "B"** continued

If changes are necessary in the invoice, due to extended hours, the invoice will be amended and the amended payment collected and/or billed to the applicant.

Payments in full 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 "Contracted Overtime Agreement" form (Part "A") and the signed "Terms of Agreement" form (Part "B") at:

**St. Thomas Police Service  
45 CASO Crossing,  
St. Thomas, Ontario,  
N5R 0G7  
Tel: (519) 631-1224**

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 three (3) hours charge plus the administration fee will be applied 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 HQ at (519) 631-1224 ext 119.

*By my signature below, I acknowledge that I have read and understood all "Terms of Agreement" 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 \_\_\_\_\_ Date: \_\_\_\_\_

(Signature of person requesting Paid Duty)

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**For Administrative Use:**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ By: \_\_\_\_\_ Rank / #: \_\_\_\_\_

- (1) Rate: \_\_\_\_\_ / hr., minimum 3 hrs. X number of officers required..... = \_\_\_\_\_
- (2) Administration fee of 10% added to total of line (1) ..... = \_\_\_\_\_
- (3) Vehicle fee @ \$25.00 per hour X number of vehicles required ..... = \_\_\_\_\_
- (4) HST (13%) added to the total of line (1) and (3)..... = \_\_\_\_\_
- (5) Total amount owing STPS ..... = \_\_\_\_\_

Application Paid in Full: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_ Receipt Issued: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

By whom: \_\_\_\_\_ Receipt No. \_\_\_\_\_