



# LONDON POLICE SERVICE

## SPECIAL PAID DUTY CONTRACT

### Part A – To be completed by person / agency requesting paid duty

#### Terms of Agreement

- The minimum number of officers/supervisors, vehicles, and hours required for the performance of a special paid duty shall be determined by the London Police Service at its discretion, based on the nature of the event.
- The minimum number of hours invoiced per event shall be no less than three (3) for each Police Service member booked. Members shall not perform Special Paid Duties exceeding twelve (12) hours duration.
- Rates effective Jan. 1, 2013 are as follows:
 

Constable - \$62.36 / hour
Sergeant - \$70.78 / hour
Cruiser - \$30.00 / hour
Motorcycle - \$30.00 / hour
- Rates effective July 1, 2013 are as follows:
 

Constable - \$63.17 / hour
Sergeant - \$71.70 / hour
Cruiser - \$30.00 / hour
Motorcycle - \$30.00 / hour

Rates for statutory holidays at double time will apply. In addition, an administrative fee of 10% of the total amount and HST apply. These rates are subject to change without notice.

- **All amounts are due and payable in full immediately upon receipt of an invoice issued by the London Police Service.** Payment shall be by cheque or money order, payable to the London Police Service, P.O. Box 3415, London, Ontario N6A 4K9, Attention: Financial Services. Late payments are subject to interest charges at the prevailing rate.
- Delinquent payments or NSF cheques will result in suspension of further contracts for service.
- **Special paid duty cancellations must be in writing, and directed as follows:**
  - During business hours (8:00 a.m. to 4:00 p.m.) – by fax (519-661-6495) or hand delivered to the Uniformed Division, London Police Service, 601 Dundas Street, London, Ontario**
  - After business hours, on weekends or statutory holidays – by fax (519-660-5460) or hand delivery to the Headquarters Reception Unit, London Police Service, 601 Dundas Street, London, Ontario**

Where cancellation notification is not received by the London Police Service 12 hours prior to the commencement of the event, a minimum 3 hour charge (plus administrative fee) will apply for each Police Service member booked for the paid duty. Parties, who cancel a Special Paid Duty after commencement of the Special Paid Duty, shall be charged a minimum of three (3) hours time (plus administration fees) unless the Party is a licenced establishment as defined in the Liquor Licence Act, and they shall be charged a minimum of five (5) hours time (plus administration fee).

- Provision of special paid duty services in accordance with this contract is subject to prior approval of the London Police Service. In the event approval is not granted, the contract shall become null and void. Where a paid duty request has been received 48 hours prior to the event, the requester will be notified if the service has not been approved 24 hours before the event. Where the special paid duty request has not been received 48 hours before the event, the London Police Service will endeavour to notify of non-approval in advance of the event, but cannot guarantee it will be able to do so.

**By my signature below, I acknowledge that I have read and understood all Terms of Agreement contained in Part A of this Contract, and that I accept, and agree to abide by all Terms of Agreement contained in Part A of this Contract.**

\_\_\_\_\_  
*Signature of Person Requesting Special Paid Duty*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Requesting Agency*

**Part B – To be completed by person / agency requesting paid duty – PLEASE PRINT**

Name of Requesting Person / Agency:

Address of Requesting Party:

Mailing or Billing Address (if different from above)

Name of Contact Person:

Email address:

Telephone Number of Contact Person:

Fax Number of Contact Person:

Describe the event for which the paid duty is required and type of paid duty service requested:

Address of Event:

Date of Event: (For example: Friday, November 23, 2012)	Start Time: 9:00 p.m.	End Time: 1:00 a.m.	# of Officers Required 2	# Vehicles Required 1
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required
Date of Event:	Start Time:	End Time:	# of Officers Required	# Vehicles Required

Will alcohol be served? Yes  No  Anticipated number of persons attending event: \_\_\_\_\_

**Part C – To be completed by Division Commander reviewing / approving request**

Name of Division Commander:

Date:

Paid Duty is:

Approved:

Denied:

If denied, please provide reasons: