



Belleville Police Service

93 Dundas Street East
Belleville, ON K8N 1C2
Tel: (613) 966-0882
Fax: (613) 966-2701
www.police.belleville.on.ca

PAID DUTY REQUEST

Form Updated February 2017

Information for the Requester regarding Paid Duty Procedure

Rates shall be reflective of the base rate for First Class Constable, Sergeant 1 and Staff Sergeant 1 contained in the current Belleville Police Service Contract. *All rates are subject to a four (4) hour minimum. The current Police Constable Rate as of 2017 is \$68.00/hr.

Current Fees: Police Cruiser \$46.10/hr.; Police Motorcycle \$46.10/hr.; Police Bicycle \$30.00 flat rate; Administration Fee 15% of total amount owing; Late Notice Request Fee \$75.00.

If the pay duty continues past the requested end time by the requester, at fifteen minutes past the hour, an additional hourly rate (for each extra hour worked and the applicable administration fee) shall be invoiced.

Sec. 18.3 Requesters are subject to a minimum cost of four (4) hours and administration fees for each officer requested if a cancellation or reduction of officers notice is not received at least forty-eight (48) hours before the paid duty service is scheduled to begin.

Sec. 2.13 Paid Duty Short Notice Request refers to a paid duty request received by the Operations Secretary or designate, or Officer in Charge 72 hours or less than the scheduled start time of the paid duty assignment.

Sec. 18.4 Requesters making a paid duty short notice request as per Section 2.13 of this procedure shall be charged a paid duty short notice administrative fee of \$75.00 in addition to all other fees normally charged.

THIS SECTION TO BE COMPLETED BY THE REQUESTER

Function (brief explanation of event ie: security, traffic control, etc.):

Location of Event: _____ Date & Time of Event: _____

Contact Information (Person and/or Organization):

Phone Number: _____ E-Mail Address: _____

Number of Officers Requested: _____

SUBMISSION OF COMPLETED FORM

Please deliver in person to: Belleville Police Service
93 Dundas Street East
Belleville, ON
K8N 1C2

Or fax to: (613) 966-2701

After completion and submission of this form, the Operations Secretary or designate or Officer in Charge will contact you to verify and confirm the information provided.

SIGNATURE OF REQUESTER:

DATE Y Y M M D D