

SARNIA POLICE SERVICE



PAY DUTY REQUEST

Terms and Conditions

The following terms and conditions set out by the SPS must be met before booking a Pay Duty Officer:

- Events must be in the City of Sarnia
- A three hour minimum per officer is required
- Cancellations must be made 48 hours in advance or you will be charged the three hour minimum
- The SPS cannot guarantee officer availability for all requests due to staffing and operational requirements; however, this will be communicated to you in a timely fashion
- Advanced notice helps us fulfill each request
- Partial hours are billed at the full hourly rate

The SPS reserves the right to determine the number of officers required for an event based upon a risk assessment. SPS will provide Pay Duty Officers once all parties agree and officers are available to fulfil the request.

By signing this form you agree to abide by all the Terms and Conditions listed above.

Signature of requester: _____

Date: _____

Requested By (Provide Name of the Contact Person):		Date:
Organization: (Name of the Organization Requesting the Pay Duty)		Phone:
Billing Address:		Postal Code:
Email Address: (Provide the email address that confirmation can be sent to)		
Location of Pay Duty:		Date:
Number of Officers Required:	Duties required (e.g. crowd/traffic control, licenced event):	Time: From - To
Completed by the Officer Taking the Request and Booking Officer		
Officer Taking the Request:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: (To be approved by Inspector unless designate identified)
Officer(s) Assigned: (Each Officer must submit their own Form)		Customer Notified of Booking:

TO BE COMPLETED BY ATTENDING OFFICER

Start Date:	Time:	Police Vehicle Used:
		Yes No

Finish Date:	Time:	Total Hours Worked:

Officer's Signature: (Digital Signature is acceptable)

Explanation if set Pay Duty hours were exceeded:

Did the Applicant sign your notebook to indicate agreement of the extension: Yes No

Once the form is received from the customer, the receiving officer will verify the contents and have it approved. If the request is not approved, the receiving officer will contact the customer and provide the explanation.

Once approved, the receiving officer will complete the required fields and create a SharePoint entry and save this form as an attachment. The Pay Duty will then be assigned for booking.

The booking officer will complete the required fields and update the SP entry and attach the completed form.

The officer working the paid duty will complete their portion of the form and email a copy to payroll@police.sarnia.on.ca for processing.

*Personal information on this form is collected under the authority of the Police Services Act, S. 41, and will be used to record paid duties worked.
Questions about this collection should be directed to the SARNIA POLICE SERVICE, 555 CHRISTINA STREET N., SARNIA, ONT., N7T 7X6.*

FOR ACCOUNTING USE ONLY

Rate of Pay:	Invoice #:	Total Charge:
Amount Invoiced:		Account Administrator's Signature: