

Customer Request For Paid Duties

Terms of Agreement

Whereas the company requesting paid duty services (the "Customer") has indicated an intention to engage the services of the Toronto Police Service (the "Service") through the submission of a TPS 743 - Request For New Customer Account and a TPS 784 - Paid Duty Request Form (the "Request").

Whereas these Terms of Agreement and the Request, once approved by the Service, constitute a contract between the Service and the Customer.

Whereas the Customer agrees to these Terms of Agreement and takes full and complete responsibility for the Request and payment of any amount owing as a result of the provision of police officers for the paid duty event.

General

1. The submission of a TPS 743 - Request for New Customer Account must be received by the Accounting Services Unit of the Service, a minimum of two (2) weeks prior to the date of the requested paid duty event.
2. The Service is under no obligation to provide paid duty police officers. All requests for paid duty services are subject to prior approval by the Service. If approval to provide paid duty police officers is not granted, this contract shall terminate immediately and the Customer will be notified by email or telephone call.
3. For the duration of the paid duty event, police officers remain employees of and under the direction of the Toronto Police Services Board.
4. A minimum charge of three (3) hours per police officer, plus applicable administration fees and government taxes, is required.
5. Paid duties in excess of eight (8) hours may be divided into shifts at the discretion of the Central Paid Duty Office. No police officer shall perform a paid duty exceeding twelve (12) hours. In the event that a paid duty event may exceed twelve (12) hours, arrangements will be made with the Central Paid Duty Office during its hours of operation for a replacement police officer and this replacement police officer will be entitled to a three (3) hour minimum charge, as set out in #4 above.
6. The number of police officers, supervisors, vehicles and hours required for the performance of a paid duty shall be assessed by the Service, based on the nature of the event.
7. No paid duty services will be provided for events taking place or beginning outside the boundaries of the City of Toronto.
8. Police officers assigned to paid duty events will be dressed in full uniform. No police officers will attend a paid duty event in plainclothes. Should exceptional circumstances require a police officer to attend a paid duty event in plainclothes, such paid duties must be approved by the Chief of Police, or their designate.
9. Police officers may only be contracted for police related duties, as approved by the Central Paid Duty Office at the time the Request is submitted.
10. The Service reserves the right to cancel paid duty services at any time, at its sole discretion. However, when exercising this right, the Service will attempt to provide the customer with as much notice as possible.
11. Paid duty services may be cancelled by the Unit Commander or the Officer in Charge of a Unit where the duty is occurring, where climatic conditions deteriorate to a state which would be unsafe or hazardous to continue the performance of the activity for which paid duties were originally requested.
12. Paid duty services may be cancelled by a police officer on the site of the paid duty where there is a concern for public safety or the Customer's activities are in contravention of federal, provincial or municipal legislation. The Service will assess the situation and undertake further investigation, if required.

Payment

Please refer to rates as posted on the Service website at www.torontopolice.on.ca/paidduty.

13. Terms of payment will be determined by the Accounting Services Unit.
14. In some circumstances, the Customer may be required to submit a security deposit 10 business days in advance of the paid duty.
15. The Service reserves the right to require payment in full for paid duty services, 10 business days prior to the paid duty event.
16. An administrative fee of 15% will be charged on the total cost of police officers for each paid duty. In addition, all fees, including police officer and vehicle/equipment costs will be subject to HST charges.
17. Paid duty officers shall not be paid directly. **All paid duty payments shall be made online at pay.torontopolice.on.ca** Alternatively, payments by certified cheque or money order shall be made to: Toronto Police Service at least 10 business days prior to paid duty and mailed to: Accounts Receivable, Toronto Police Service, 40 College Street, 10th floor, Toronto, ON M5G 2J3.

18. Failure to meet the financial obligations related to paid duty charges will result in a suspension of further paid duty provisions and your file will be forwarded to a collection agency for further action.
19. Paid duties requiring specialized skills may require a higher ranking police officer at their respective rate of pay.
20. Each individual police officer performing a paid duty will be paid by the Service and all applicable taxes and deductions will be the responsibility of the Service. Police officers are not obligated to provide any personal information including Social Insurance Number (SIN), for the purpose of a tax deduction for the Customer.
21. Any partial hours worked by an individual police officer performing a paid duty will be charged at the full hourly rates for both Officers and Equipment.
22. Due to the time required to prepare horses, an additional one hour fee will be charged for any paid duty performed by a police officer assigned to the Mounted Unit.

Cancellations/Revisions

23. Cancellations or revisions are to be submitted by email to: changes@torontopolice.on.ca and are to include the original request attachment and the Paid Duty ID number.
24. *The Central Paid Duty Office's cancellation/revision policy for paid duty events has been changed to 24 hours' notice prior to the start of the paid duty, however the Central Paid Duty Office must receive such notice during its scheduled business hours as posted on the Service's website.*
25. *All cancellations or revisions received after scheduled business hours will be processed the following day. Such notice will be subject to a three (3) hour minimum payment per police officer along with all associated fees and taxes.*

The Service is under no obligation to provide police officers for paid duty events. The Customer covenants and agrees on its behalf, and on behalf of its successors and assigns, that it shall release, waive and forever discharge the City of Toronto, the Toronto Police Services Board, the Chief of Police and the police officer(s) assigned to the paid duty event in question from any and all claims (including the assertion of any 3rd party claims), demands, damages, costs, expenses, actions and causes of action, whether in law or equity, in respect of any death, injury, loss or damage to person or property related to or during their participation in the paid duty event in question, or arising from the termination thereof.

I am an authorized representative with signing authority for the Customer. I acknowledge that I have read and understood the above Terms of Agreement. I accept, and agree that the Customer will abide by all Terms of Agreement as set out above. I accept all associated charges related to the request for paid duties that I have made on behalf of the Customer and I represent and acknowledge that payment will be made in accordance with the required terms outlined on all invoices associated with the paid duty services provided.

☒ **I AGREE**

Please complete and submit the Paid Duty Request Forms below.



Paid Duty Request Form

TPS 784, 2021/11/22

PART A - To be completed by person/agency requesting the Paid Duty

TPS Account Number:

REQUESTOR	_____	Ext: _____
INFORMATION	(Name) _____ (Phone Number) _____	
	(e-mail) _____ (Company Name) _____	
	(Billing Address) _____	
FOREMAN / SITE CONTACT	_____	Ext: _____
INFORMATION	(Name) _____ (Phone Number) _____	
	(e-mail) _____	

PAID DUTY & EVENT DETAILS

Date: _____ Start Time: _____ End Time: _____ Time duration must be minimum 3hrs and no more than 12hrs per officer.

(YYYYMMDD) (24 hr. clock) (HH:MM) (24 hr. clock) (HH:MM)

Multiple Locations/ Times: Dates/ **YES** **NO**

Location/ Details: _____
(Please include the Intersection or Street Number and Name. For multiple locations please provide all addresses/intersections)

Function of Officer: _____

Type of Paid Duty: Traffic Escort Security Film (Check all that apply)

Description of Work/Event: _____

Does this event require a **permit**? Yes No Will **liquor** be served at the event? Yes No

Were you contracted by the City of Toronto to do this work? Yes No

Please include all permits when submitting this request.

Is this a **funeral** request? Yes No Deceased Family Name: _____

OFFICER, EQUIPMENT & TEAM DETAILS

Please indicate the **number** of Officers, Police Equipment, and Specialized Unit Teams required:

					SPECIALIZED UNIT TEAMS*					
Police Constable	Sergeant	Staff Sergeant	Vehicle: for mobility	Vehicle: for visibility	Bicycle / Trailer	Emergency Task Force (ETF)	Marine Unit (MAR)	Mounted Unit (MTD)	Police Dog Services (PDS)	Explosive Disposal Unit (EDU)

If no vehicle available OK to proceed without:
Yes No

* Additional costs are associated. These requests include follow-up consultation.

I HAVE READ AND UNDERSTAND THE TERMS OF THE AGREEMENT. I HAVE SIGNING AUTHORITY FOR THE COMPANY AND ACCEPT THE TERMS OF THE AGREEMENT, INCLUDING THE NUMBER OF OFFICERS, POLICE EQUIPMENT LISTED, THE ASSOCIATED OFFICERS PAYMENTS, ADMINISTRATIVE FEES, EQUIPMENT FEES AND TAXES.

Signature of Authorized Company Representative:

Date: _____
(YYYY/MM/DD)

PART B - To be completed by Toronto Police Central Paid Duty Office

Approved Denied Reason if denied: _____

Reviewed By: _____ Date: _____
(YYYY/MM/DD)

DISTRIBUTION: Original - Unit File

PAID DUTY REF NO.: _____
HOST DIVISION: _____

[illegible]



Events With Liquor Service

Please complete and submit with the paid duty request (TPS 784) if liquor will be served at the event.

Please provide information for all sections of this form.

Any omission of information may delay the request or may result in a denied request.

TPS Account Number: _____

Name: _____ (Surname, Given)	Date of Birth: _____ (YYYY/MM/DD)
Home Address: _____ (Street Name and Number, City, Province and Postal Code)	
Drivers License No: _____	
Home Phone: (_____) _____	Cellular Phone: (_____) _____

Event Promoter: _____

Date of Event: _____ Start Time: _____ : _____ End Time _____ : _____ Is the event advertised? Yes No
(YYYY/MM/DD) (24 Hr. Clock) (24 Hr. Clock)

If yes, by what means? (i.e. posters, e-mail, internet): _____

If by means of internet, please provide website address: _____

Are tickets being sold to this event? Yes No If yes, what is the cost per ticket? _____

Total guests attending event: _____ Average age of guests attending: _____

Under what authority is liquor being served?

Licensed Premise

Special Occasion Permit **** Attach a copy of the special occasion permit with application ****

Caterer's Endorsement - Caterer's Name & Address:

(Street Name and Number, City, Province and Postal Code)

Has additional security been arranged? Yes No

If yes, which security company? _____

How many guards? _____



Film Checklist

Please complete and submit with the paid duty request (TPS 784) for all film requests.

To be Completed by Customers Requesting Paid Duty Officer(s)

Date Submitted: _____
(yyyy/mm/dd)

Form Completed By: _____

TPS Account Number:	
Date of Paid Duty:	
If multiple dates please provide details:	
Time of Paid Duty:	
If multiple times please provide details:	
Location of Paid Duty:	
If multiple locations/routes please provide details:	
Locations permit:	
Road occupancy permit:	
RPAS (drone) permit:	
SPFX permit:	
Site contact name and number:	
Emergency plans:	
COVID Protocols:	
Functions/expectations of the officers:	
Vehicles are required: (Yes/No)	
L.S.P's being used (Yes/No) and how many:	
Special considerations:	
Additional Documents Required:	<i>Please include / attach the filming notification document when completing this form.</i>

NOTE: All film requests are subject to review by a Supervisor and require sufficient advance notice and payment in full in order to be considered, approved and processed.