



## NORTH BAY POLICE SERVICE

### PAID DUTY REQUEST AND AGREEMENT

Agreement form MUST be signed

ORGANIZATION: \_\_\_\_\_

DATE & TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

ANTICIPATED NUMBER OF PERSONS IN ATTENDANCE: \_\_\_\_\_

POLICE VEHICLE REQUIRED: Y \_\_\_ N\_\_\_ NUMBER OF OFFICERS: \_\_\_\_\_

POSITION/CONTACT: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

#### CONDITIONS:

1. The hourly rate is \$ 85.47 /hr plus HST., effective January 1, 2023
2. Paid duties are for a minimum of 3 hours.
3. **Cancellation notice of less than 24 hours shall result in billing for 3 hours.**
4. **Cancellation outside business hours of Monday to Friday 8am to 3pm must be directed to the on duty Staff Sergeant at 705-497-5555. Ext 557.**
5. Any partial hour worked that is equal to 15 minutes or more will be charged at the rate of a full hour.
6. Duties in excess of 16 hours in length require a CERTIFIED cheque to accompany this agreement form before the duty will be scheduled.
7. Police vehicles may be available upon request at \$ 35 /hr. plus HST.

The undersigned agrees to all conditions noted above.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

**Please confirm by phone if duty will be filled by an officer.**

Fax completed form to Traffic Section @  
705-497-5599 or weekends to  
705-497-5591.

OFFICE USE ONLY:  
DATE RECEIVED:  
CONFIRMATION BY FAX:  
POSTED:  
INVOICED:  
PAYMENT RECEIVED: