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## Hiring a Paid Duty

A paid duty is a work assignment arranged through the Woodstock Police, where an off-duty officer performs policing duties for an individual or organization other than the Woodstock Police and is paid by the third party. (Example: Traffic, Security, Dances, Special Events) Dances with alcohol being served must have a minimum of two officers.

Requests for Paid Duty officers must be received in writing using the prescribed form stating the nature of the duties to be performed, the number of hours involved, the specific hours for which the service is requested and the reasons why it is considered necessary to engage officers for such duties. Vehicles may be required depending on the nature of the Paid Duty.

Fees for this service are outlined on the [Paid Duty Request Form](#).

Please note that a three (3) hour minimum applies for all officers and vehicles. Payable to Woodstock City Hall at the completion of the Paid Duty. Cancellation of the Paid Duty must be made within 24 hours of commencement of the shift, or the Applicant will be responsible for two hours at regular rate to each officer booked or three hours if officer(s) attends the Paid Duty. A 13% Administration Fee will be charged on the total amount paid to the officers and vehicle charges plus HST.

Paid Duty Requests can be mailed to:

Woodstock Police Station  
615 Dundas St  
Woodstock, ON  
N4S 1E1

Or emailed to [paidduties@woodstockpolice.ca](mailto:paidduties@woodstockpolice.ca)

Or faxed to Woodstock Police Service 519-421-2818

# Woodstock Paid Duty Policy – Requestor Agreement

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THE COMPANY, REPRESENTATIVE, and/or INDIVIDUAL REQUESTOR (“referred to as “Requestor”) AGREE TO AND UNDERSTAND THE FOLLOWING GENERAL TERMS AND CONDITIONS

1. A paid duty shall not conflict with a Woodstock Police Service responsibility, and will only be accepted if operationally viable.
2. The number of paid duty hours per Member will be a minimum of **3 hours at a rate of \$89.69 per hour, plus HST** if applicable.
3. The cost per police vehicle is **\$50.50 per hour, plus applicable HST** (no minimum).
4. If the duty is cancelled by the requestor with less than 24 hours’ notice, the Requestor is responsible for payment of the three hour rate of pay for each assigned member **and the administrative fee, plus applicable HST.**
5. In the event that Woodstock Police Service cancels a paid duty with less than 24 hours’ notice due to operational requirements, no fees shall be charged to the Requestor. The police will make a reasonable effort to provide notice of cancellation to the Requestor.
6. Requestor is responsible and will be invoiced for meals and accommodation for those officers providing the service, as required for out-of-town paid duties.
7. A signed **“Paid Duty Request Form” shall be completed for all Paid Duties** (see below).

## PAYMENT INTRUCTIONS

1. Amounts owing for paid duty assignments including administrative fees, officers’ time, vehicle fee, meals and accommodation can be a payment to City of Woodstock.
2. All invoices will be sent to the Requestor/person paying by email.

## INTERVIEW

1. A request for an interview regarding a police investigation may be made directly to the paid duty co-coordinator.
2. The officer shall conduct the interview with the Requestor at a mutually convenient time.
3. The information discussed by the investigating officer at an interview shall be based solely on the information released from the technical collision investigation file or, in the absence of such a file, from the collision report.
4. Police records, notes, statements, and reports shall not be released at an interview. Requests for these items must be made through Freedom of Information.

## ESCORTS / TRAFFIC CONTROL

1. A police escort is required when the vehicle and/or load width exceed 5.0 meters or when the lane width is 3.05 meters or less, or during a period after sunset/before sunrise and/or as directed by the Ontario Ministry of Transportation.
2. A request for an over-dimensional vehicle and/or load escort for extended trips must be made at least 7 days prior to commencement of the escort to the paid duty co-ordinator.
3. A minimum of two (2) officers and (2) two cruisers are required per tractor-trailer/load.
4. At time of escort, the permit holder (requestor) must be in possession of, and compliance with, and over-dimension vehicle movement permit issues by the Ontario Ministry of Transportation.



# Woodstock Police Service

615 Dundas St.  
Woodstock, ON N4S 1E1  
Phone: (519) 537-2323  
Fax: (519) 421-2818

## PAID DUTY REQUEST FORM

Company Information	Billing Information (if different from Company Information)
Name of Company: _____	Name of Company: _____
Contact Person: _____	Contact Person: _____
Address: _____	Address: _____
City: _____ Prov: _____ Postal Code: _____	City: _____ Prov: _____ Postal Code: _____
Telephone: _____ Fax: _____	Telephone: _____ Fax: _____
Contact Email: _____	Contact Email: _____

Event Information	
Event Date: _____	Start Time: _____ End Time: _____
<input type="checkbox"/> Dance <input type="checkbox"/> Escort <input type="checkbox"/> Traffic Control <input type="checkbox"/> Interview <input type="checkbox"/> Other: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO <b>IS ALCOHOL BEING SOLD?</b>
<b>Instructions: (Start/Event location, route, Destination, contact #s, etc.)</b>	Details: _____ _____ _____

# Of Officers	Hours	Rate	Sub Total	13% HST	Total

  

# Of Vehicles	Hours	Rate	SubTotal	13% HST	Total

**Grand Total:**

**Note:** HST will be charged to all customers. Officers required will be charged at a rate of \$89.69 per hr, per officer, with a minimum 3 hour charge plus HST. Vehicles required will be charged at a rate of \$50.50 per hour, per vehicle, (no minimum) plus HST.

Cancellation, by requestor, with less than 24 hours notice, will be billed for 3 hours for each officer plus administration fee and HST.

DO NOT PAY from this contract – Requestor will receive an invoice from Woodstock City Hall due within 30 days of invoice date.

I have read, understood and agree to the above stated agreement.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date (DD-MMM-YY)

POLICE USE ONLY	
Paid Duty: <input type="checkbox"/> Approved	_____ Requested Hours at time of Contract
<input type="checkbox"/> Denied (reason) _____	_____ Actual Hours Worked at event
Authorized By: _____	Badge #: _____ Date: _____