

Terms of Agreement

1. Payment in full for the officers' services is to be made to each officer upon completion of the paid duty. A minimum of three hours must be paid to the officer, even if duties are scheduled or performed for less time.
2. **When deemed appropriate by the Service or where it is impractical to pay each officer individually**, an all inclusive deposit shall be made to the Police Credit Union for subsequent distribution to the participating members. Arrangements can be made through Special Events and Financial Management **prior to the event date. When this option is utilized, full payment must be deposited prior to the scheduled event**, unless other contractual agreements have been completed in advance.
3. **The current hourly rate of pay (effective January 1, 2010) is:**

Police Constables (all classifications)	\$65.00 (minimum \$195.00)
Sergeants (when in charge of 4 or more police officers)	\$73.50 (minimum \$220.50)
Staff Sergeant (when in charge of 10 or more police officers)	\$82.00 (minimum \$246.00)
Staff Sergeant (when in charge of 15 or more police officers)	\$84.00 (minimum \$252.00)

(Please note that any partial hour worked will be charged the full hourly rate for both Police Constables and police equipment)
4. Police officers are prohibited from working more than 12 hours in a 24 hour period on paid duties. It may be necessary to make several bookings when the maximum period may be exceeded.
5. **The current hourly rate (effective January 1, 2010) for police equipment is:**

Motor Vehicles/Motorcycle	\$ 37.38 per hour (minimum three hours)
Motorized Boat	\$350.47 per boat (for first three hours)
	\$105.61 per boat (for each subsequent hour)
Rowboat	\$ 53.27 per assignment
Trailer or Bicycle	\$ 21.50 per assignment
Horse or Dog	\$ 53.27 per assignment

(Please Note: Due to time required to prepare horses, an additional hour will be required for the Police Constable)
6. **An administrative fee (15%) will be charged on the total cost of police officers of each paid duty. In addition, 13% HST will be applied to the administrative fee and use of police equipment.**
7. **Generally, the administrative fee, police equipment fee, and applicable taxes will be invoiced separately at a later date. These fees are not to be paid to the officers directly, but remitted to the Toronto Police Service unit at the address stated on the invoice. For events where the Police Credit Union option is used - all fees, including the administrative fee and police equipment fee, must be deposited in advance.**
8. Failure to meet the financial obligations related to the officer(s) fees, administrative fee and police equipment rental may result in a suspension of further pay duty provisions.
9. It is not necessary for police officers to provide their Social Insurance Number (SIN) to clients, as the Toronto Police Service is responsible for recording and reporting all earnings to the Canada Revenue Agency. A letter stating such is available upon request from the Central Paid Duty Office or Financial Management.
10. The number of police officers required for an event will be assessed based on the nature of the duties.
11. A paid duty may be cancelled by the Unit Commander or the Officer In Charge of a unit where climatic conditions deteriorate to a state which would be unsafe or hazardous.
12. The minimum cancellation/revision time allowed is twelve (12) hours prior to the scheduled start time. CPDO must be notified of any revision/cancellation during business hours. Cancellations faxed after business hours will be processed the following day and will be subject to the three hour minimum if it falls within 12 hours of the start time. In the event that written notice for cancellation is not received before this period, a minimum payment of three (3) hours per officer will be charged, along with all associated fees and taxes. Fees for the use of police equipment will not be charged.
13. The Toronto Police Service reserves the right to cancel a paid duty at any time, at its sole discretion. However, when exercising this authority the Service will attempt to provide the applicant with as much notice as possible.
14. Paid duties that require specialized skills may require a higher ranking officer at their respective rate of pay.
15. **All request for paid duties, cancellations, change to locations, dates, times, etc. must be communicated in writing through the Central Paid Duty Office, Fax: (416) 808-5042. HOURS OF OPERATION: Monday to Friday 07:00 to 21:00 hrs.; Saturday, Sunday and Statutory Holidays 09:30 to 18:00 hrs.; Phone: (416) 808-7880.**

The signature of the company representative on the paid duty request form means that they have read and understand the terms of the agreement. Such representatives 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 and equipment fees.