



CHATHAM-KENT POLICE SERVICE  
CONTRACTED OVERTIME AGREEMENT

PART A: (TO BE FILLED OUT BY ORGANIZATION REQUESTING OFFICER)

Date: \_\_\_\_\_ Address: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Requested by: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Will a liquor permit be obtained: \_\_\_\_\_ (yes) \_\_\_\_\_ (no) ?

Date of Event: \_\_\_\_\_

Times Required: From: \_\_\_\_\_ To: \_\_\_\_\_

NOTE: Oversize Moves/House Moves : Please provide **approximate** time move will be complete. All moves are paid at a minimum of four hours and on an hourly basis for every hour or part thereafter.

Location: \_\_\_\_\_

Number of persons anticipated at event: \_\_\_\_\_

Number of Officers required: \_\_\_\_\_

PART B: (AGREEMENT CONDITIONS)

Hours of duty are a minimum of four (4) hours at a rate of **\$60.00 per hour**. Payment may be made at any Municipal Office throughout the Municipality.

**Cancellation fees : 24 hours or less cancellation notice, officers standby charge 4 hours.**

Cancellations must be made by calling the Paid Duty Administrator at 19 Superior Street, Tilbury from Monday to Friday from 8:00 a.m. to 4:00 p.m. 682-2614 or the Duty Staff Sergeant Chatham-Kent Police Headquarters should the Administrator be unavailable, 436-6600 ext. 626.

Police Officers providing services under this agreement shall be required to perform only those duties, which are normally performed by police officers.

The employment shall be of such a nature and so located that the officer would be available for a call to emergency police duties. The number of required officers indicated by the organization is subject to change by the Chief of Police or his designate based on the information provided. Police officers providing services under this agreement inside a premise where liquor is being served, shall begin the Paid Duty no less than 5 hours prior to the closure of the premise. A minimum of two officers will be contracted for duties in a premise where liquor is being served. The organization will be notified of any changes.

\_\_\_\_\_  
(Signature of applicant)

\*\*\* Please return the form to the Paid Duty Administrator, Tilbury Service Centre, 19 Superior Street, Tilbury or Chatham-Kent Police Headquarters, 24 Third Street, Chatham, Ontario, N7M 5K5 or fax, 519-682-0392. Note: If dropped off at Chatham-Kent Police Headquarters, please address to the attention of Paid Duty Administrator.

PART C: (TO BE COMPLETED BY OFFICER, N.C.O. AND ADMINISTRATION)

PLATOON OR DIVISION: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(NAME OF OFFICER) (TIME REQUIRED)

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(NAME OF OFFICER) (TIME REQUIRED)

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(NAME OF OFFICER) (TIME REQUIRED)

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
(NAME OF OFFICER) (TIME REQUIRED)

\_\_\_\_\_  
APPROVED BY: STAFF SERGEANT

\_\_\_\_\_  
APPROVED BY: SENIOR STAFF

PART D: (TO BE COMPLETED BY PAID DUTY ADMINISTRATOR OR ON DUTY STAFF SERGEANT)

If a cancellation call is received please complete the following:

Date and time received: \_\_\_\_\_

Cancelled by: \_\_\_\_\_

Fee: \_\_\_\_\_ (Co-Ordinator or Staff Sergeant) \_\_\_\_\_ rev04/2008