



# WATERLOO REGIONAL POLICE SERVICE

## PAID DUTY REQUEST CONFIRMATION

### OFFICER(S) ASSIGNED:

### EVENT DETAILS:

Event Name:

Date:

Start Time:

End Time:

Primary Contact:

Location:

Details:

### CANCELLATION AND SHORT-NOTICE CANCELLATION INFORMATION:

**Cancellations must be received 72 hours before the start of the event or the minimum charge will apply (3 hours per officer booked).**

### Short-notice Cancellation Contacts:

Regular Office Hours – Paid Duty Coordinator at 519-570-9777 X8629

Outside of regular office hours - RST Staff Sergeant at 519-570-9777 X8888.

### PAID DUTY HOURLY RATES:

Rank/Position	Hourly Rate (Incl. 20% Admin Fee and 13% HST)	Minimum Charge (3hrs)
Constable	\$ 107.03	\$ 321.09
Sergeant	\$ 121.50	\$ 364.49
Staff Sergeant	\$ 134.88	\$ 404.64
Cruiser	\$ 41.81	\$ 125.43

### ESTIMATED COST FOR EVENT:

### INVOICING FOR PAID DUTIES:

All invoices will be issued by the Accounts Receivable Department of the Region of Waterloo 30 days after the paid duty event is completed. Delays may occur.