



OTTAWA POLICE SERVICE
 SERVICE DE POLICE D'OTTAWA
*A Trusted Partner in Community Safety
 Un partenaire fiable de la sécurité communautaire*

PAID DUTY REQUEST FORM

ADMIN USE

Received

Contract Sent

Confirmed

Please complete the following information a *minimum of 10 days* prior to the event to ensure your request is processed in a timely manner. Please submit one form for consecutive dates and one form for each individual day.

Today's date:

Your Name: Phone Number:

Your Email: Cell phone:

Company Name:

Billing Address:

Request details: Type - Traffic &/or Public Safety - Resources: Police, Car, Dog, Boat - Paid duty hours are scheduled at 4 hour minimum

Traffic - Yes/No Public Safety-Yes/No Alcohol Served-Yes/No

Start Date of Paid Duty: Start Time(AM PM) End Date of Paid Duty: End Time(AM PM)

Resource requested: Quantity:

Resource requested: Quantity:

Resource requested: Quantity:

Resource requested: Quantity:

Event Details:

Location/Address of Paid Duty:

Onsite Contact Name: Contact Cell

Brief details, including traffic control plan and/or nature of special event and number of attendees expected.

PLEASE EMAIL TO paidduty@ottawapolice.ca or FAX to 613-760-8040