



# Request for Contract Duty Officers

(Appendix A - January 1, 2024 – December 31, 2026)

## Windsor Police Service

P.O. Box 60, 150 Goyeau Street, Windsor, Ontario N9A 6J5

This application is to be completed by the Applicant and must be accompanied by a valid Memorandum of Understanding (MOU)

### Contract Duty Employer Information:

Date of Application: \_\_\_\_\_

Name of Company/Organization: \_\_\_\_\_

Name of Event (if Applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Billing Information:

Name of company or person to be billed: \_\_\_\_\_

Telephone Number (if different from above): \_\_\_\_\_

Complete Address: \_\_\_\_\_

### Event Information:

Date of Event: \_\_\_\_\_ Event Start time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

(If multiple dates requested, please attach schedule separately – Schedule attached )

# of Requested Officers(s): \_\_\_\_\_ Paid Duty Start time: \_\_\_\_\_ Paid Duty End Time: \_\_\_\_\_

(Subject to WPS Review)

Does this event require the use of a police vehicle?  Yes  No

Location of Event: \_\_\_\_\_

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

Brief Description of Duties Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will liquor be served at this event?  Yes  No (If Yes, please provide name and address of licensee)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Estimate Number of person in attendance: \_\_\_\_\_ Number of Chaperones or Security: \_\_\_\_\_

Completed applications may be e-mailed ([wpscontractduty@windsorpolice.ca](mailto:wpscontractduty@windsorpolice.ca)) or mailed (P.O. Box 60, 150 Goyeau Street, Windsor, ON N9A 6J5) to the attention of the Payroll and Contract Duty Clerk. Should this application be a "Short Notice Request" (received less than 72 hours prior to event) **YOU MUST** contact the office of the Payroll and Contract Duty Clerk directly at (519) 255-6700 ext 4202. (Contract Duty Office hours are M-F, 8am-4pm.)

Rates for Contract Duty are current with the Windsor Police Services Board and Windsor Police Association – Unit 'A' Collective Agreement. Please note: In all circumstances, a three (3) hour minimum fee is applicable per approved officer.

**\*\*Payroll and Contract Duty Clerk receives cancellation of required services at least twenty-four (24) hours prior to the event – Fees will not be applied.**

**\*\*Cancellations received within twenty-four (24) hours of event – A three (3) hour minimum fee per approved officer will be charged.**

**\*\*Cancellations on site or released early – Officer's full contracted hours will be charged for each approved officer plus administrative fees.**

By signing below, I (applicant) acknowledge and agree to pay the fees for this contract duty as the rates below apply:

EFFECTIVE SALARY DATES	CONSTABLE RATES (Minimum @ 3 Hours)	SERGEANT RATES (Minimum @ 3 Hours)
January 1, 2024	\$83.18 (\$ 249.53)	\$101.48 (\$ 304.43)
January 1, 2025	\$84.60 (\$ 253.80)	\$103.20 (\$ 309.60)
July 1, 2025	\$85.86 (\$ 257.58)	\$104.75 (\$ 314.24)
January 1, 2026	\$86.90 (\$ 260.69)	\$106.01 (\$ 318.02)
July 1, 2026	\$87.77 (\$ 263.30)	\$107.07 (\$ 321.21)
EQUIPMENT & ADMINISTRATION		
Type	Fee	MINIMUM
Police Vehicle	\$20.00 / hour	\$60.00
Police Boat	\$50.00 / hour	\$150.00 (Inspector approval required)
Administration	16.3% of the total salaries	N/A
HST	13% of the total invoice	N/A (Applicable to all costs)

All fees and taxes are invoiced by the City of Windsor. Payment is to be made payable to:

**City of Windsor**  
**Corporate Services Department**  
**Accounts Receivable**  
**Room 100, 350 City Hall Square West**  
**Windsor, ON N9A 6J5**

Please direct questions, concerns or comments to the Windsor Police Service – Payroll and Contract Duty Clerk by telephone at (519) 255-6700 ext. 4202 or email to [wpscontractduty@windsorpolice.ca](mailto:wpscontractduty@windsorpolice.ca)

### Acknowledgement

I acknowledge and agree that:

I have read, understood and have submitted a valid “*Memorandum of Understanding*”, which forms a part of this application;

I have read, understood and agree to all conditions and requirements as set out in this ‘*Request for Contract Duty Officers*’ application and the ‘*Memorandum of Understanding*’,

I have the authority to enter into these agreement(s);

I agree to pay all applicable fees and taxes within 30 days of receipt of an invoice from the City of Windsor; and,

Should the need for contract duty officer(s) be cancelled **within twenty-four (24) hours** of the scheduled start of the event I agree that I remain obligated to submit to the City of Windsor, three (3) hours minimum payment (plus applicable fees and taxes), per approved officer, as outlined in the *Memorandum of Understanding*.

I also understand that in the event an emergency is declared by the Windsor Police Service, the police officers carrying out these special duties and any police vehicles in use by them, may be reassigned to such an emergency without compensation to you, your company, the event or to any other person or entity.

A signed copy of this document **MUST** be delivered to the Windsor Police Service within five (5) days of submitting this application.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
in the City of Windsor and the Province of Ontario

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature