



EVENT INFORMATION

Full Name (Event Representative): _____

Business Name: _____

Role/Title: _____ Phone Number: _____

Email Address: _____

Address: _____ Postal Code: _____

This is a new User: Yes No

Operations Manual Part A Chapter 11 reviewed with User: Yes No

User understands costs and invoicing procedures: Yes No

User understands cancellation requirements and costs if under 36 hours notice: Yes No

Event Date: _____

Start Time: _____ End Time: _____ Total Hours: _____

Address/Venue: _____

Event Description: _____

Expected Attendance: _____

Number of staff at event: _____ Number of volunteers at event: _____

Will Event be Licensed Under PEILCC: Yes No

Has PEILCC Been Contacted: Yes No

FOR INTERNAL USE ONLY

Submitting Sergeants Comments: _____

Submitting Sergeant _____ Date _____

EXECUTIVE REVIEW

Request: Approved Denied Time/Date of Duty: _____

Supervisor Required: Yes No Supervisory Rank Required: _____

Number of Officers to be Assigned: _____ Estimated Cost to User: _____

Reviewer's Comments: _____

Approving Authority _____ Date _____

USER FOLLOW UP

Advised Request was: Approved Denied

Advised of Number of Officers Required: Yes No

Advised of Anticipated Cost: Yes No

User has been made aware and understand that members attending an extra duty event will not perform duties that are not related to the maintenance of security at the event; e.g., collecting tickets/money, serving liquor etc: Yes No

User understands they will be invoiced for all fees/costs associated to the duty if event is cancelled with less than 36 hours notice: Yes No

Submitting Sergeant _____ Date _____

EXTRA DUTY ASSIGNMENT

Members Assigned: _____

Submitting Sergeant _____ Date _____



Paid Duty Request Terms of Agreement

1. At conclusion of the event and upon receipt of an invoice, payment shall be made in full to the Charlottetown Police Services.
2. Rates of pay are for a minimum of four hours subject to approved personnel and supervisory needs: (as of December 31, 2025)

Constable: minimum four hours, \$317.03
 Corporal: minimum four hours, \$333.52
 Sergeant: minimum four hours, \$350.00

Unless ratios require the assignment of a supervisor, all personnel assigned shall be paid at the Constable rate provided above. Supervisory ratios:

- Where five officers are assigned, at least one shall be the rank of Corporal;
- For every eight officers assigned, at least one shall be the rank of Sergeant.

3. Officers are not to work more than twelve (12) hours in an extra duty situation, which will require additional bookings if this maximum time period is to be exceeded.
4. Where the approved event extends beyond the original time period, the full hourly rate will apply for each additional or partial hour to each of the participating officers assigned.
5. It is understood that users are responsible and will be invoiced for all fees/costs associated to the duty in the event that cancellation occurs within thirty-six (36) hours of the duty start time.
6. It is fully understand that police officer(s) attending an extra duty have the right and responsibility to initiate actions to ensure the safety and security of the event and surrounding area. It is further understood that our failure to support such policing functions and actions may result in the immediate or permanent withdrawal of the services of extra duty members.
7. An extra duty may be cancelled by the duty supervisor in charge where conditions are such that it would be unsafe or hazardous to continue.
8. The Charlottetown Police Services reserves the right to cancel an extra duty at any time, at its sole discretion. However, when exercising this authority the Police Service will attempt to provide the requesting user with as much notice as possible. I have read the terms of this agreement.

I have signing authority for the company/business/organization and accept the terms of the agreement, including the number of officers and associated cost/payment requirements.

Event Representative:

Full Name (please print)

Signature

Date

Charlottetown Police Services:

Signature, Rank and Badge Number

Date