



*University of Toronto Scarborough*

**COMMUNITY POLICE** 

*A Special Constable Service*

**UNIVERSITY OF TORONTO SCARBOROUGH CAMPUS POLICE SERVICES  
PAY DUTY OFFICER APPLICATION FORM**

Event Date (One date per application form only): \_\_\_\_\_

Estimated Number of Event Attendees: \_\_\_\_\_

Number of Pay Duty Officers Required: \_\_\_\_\_

Time Officers Required: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Alcohol Served at Event:

Alcohol Not Served at Event:

Event Location (Room number and name): \_\_\_\_\_

Event Sponsor (Group or Department): \_\_\_\_\_

Sponsor Contact: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

My signature below indicates that I am authorized by the Sponsor Group/Department to incur charges to that group/department. I have read and understand that the applicable hourly rate for pay duty officer service is **\$62.00 (plus 5% GST) per officer required**, with a 4-hour minimum charge per officer applicable. I acknowledge that, should extenuating circumstances arise surrounding this event, the Sponsor Group/Department shall be responsible for all additional pay duty officer hours worked.

Signature: \_\_\_\_\_

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*OFFICE USE ONLY*

*Worked By:* \_\_\_\_\_

*No. of Officers:* \_\_\_\_\_

*Total Hours Worked, all Officers:* x \_\_\_\_\_

*Rate:* x \$62.00

*Sub-Total:* = \_\_\_\_\_

*GST (5%):* x 5%

= \_\_\_\_\_

*Total Payable:* \_\_\_\_\_

*Paid by:*  *Cheque: Cheque Number:* \_\_\_\_\_

*Cash:*

*FIS #s:*  \_\_\_\_\_

*Invoice:*  *Address for Invoicing:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Copies: 1. Police 2. Office 3. Billing 4. Customer Receipt*