



POLICE

Understanding Paid Duties

*An Overview of Operations,
Staffing & Legislative Changes*



What Are Paid Duties?

The Ottawa Police Service (OPS) provides professional and appropriate paid duty services on a cost-recovery basis to clients ranging from individuals to large organizations.

Approximately 70% of paid duty assignments are traffic related and 30% are event related (sporting events, concerts, festivals).

Paid Duty Unit

OPS Paid Duty Coordinators receive paid duty requests by email or phone during the hours of operation (7:00am to 3:00pm Monday to Friday, excluding holidays).

The coordinators are responsible for reviewing the contracts and coordinating and staffing requests. Typically, they work on several files at a time.

In 2024, 3024 (on average 12 contracts per day) paid duties were completed, not including contracts that were cancelled. 10 to 15% of contracts are denied annually due to insufficient resourcing and/or the request not aligning with OPS Policy.

To appropriately review paid duty contracts and OPS has a paid duty unit which consists of:

- 2 Civilian Coordinators
- Oversight by Event Management Sergeant
- Support from Event Management Staff Sergeant, as required

Request Submission

The Paid Duty Unit ensures all requests align with the OPS Paid Duty Assignment Policy. Not all requests are accepted — each is reviewed based on:

- **Nature of Duties:** Are the tasks suitable for police involvement?
- **Appropriateness:** Is there a valid reason for police participation?
- **Jurisdiction:** Is the location within OPS boundaries?
- **Officer Safety:** Are there health or safety risks (e.g., known threats, high-risk environments)?
- **Logistics:** Details of request: Date, time, duration, number of officers and anticipated completion.
- **Availability of Resources:** What is the availability of officers and vehicles?

* This process does not include short notice paid duties.

Contract Development

- The Unit works with the client to determine details such as the number of officers required, timing, and responsibilities.
- All contracts must adhere to OPS policies and ensure cost recovery.

Assignment Notification

- Once finalized, the paid duty is posted internally for OPS officers to apply to.
- Officers voluntarily sign up based on availability and interest.
- Officers are awarded Paid Duties based on seniority and number of hours worked to ensure equal opportunity.

Under PSA:

- Paid duties were considered an exception to secondary activities under s.49(2).

Under CSPA:

- Section 18(1) introduces "additional policing and extra policing" provisions.
- Police service boards may charge individuals or organizations for the temporary increase in policing costs due to events (e.g., parade, festival, closure of highway, etc.).
- Boards are authorized to enter into agreements with event organizers.

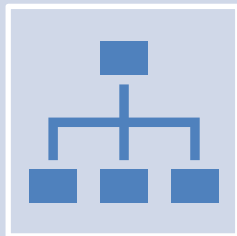
Implications for the Ottawa Police Service Board



In 2024, the OPS Internal Audit Unit completed an audit on the Paid Duty Unit. One of the Audit findings found that the CSPA considers paid duties as an “additional and extra policing” function under s. 18:



Under the PSA, the paid duty contracts were held between the service and the client. However, the CSPA states that it is the Board who may hold the contract, not the service.



This change would require the board to manage the contracts and financials and coordinate with the service for operational planning. Currently, the board is non-compliant with this legislative change.

Next Steps

- OPS has reached out to other services, and many services are unaware of the change and/or have not implemented any changes.
- The Inspectorate of Policing (IOP) has indicated they will be releasing a memo addressing paid duties under the CSPA.
- Stopping paid duties to wait for this would cause a large disruption to the City of Ottawa, construction, and other city events.
- We will remain status quo until further direction from the IOP.