


**INFRASTRUCTURE
EDUCATIONAL
SERIES**


Ottawa Police Service
Paid Duty Section –
Sgt Mark Nethercott



OTTAWA POLICE SERVICE
SERVICE DE POLICE D'OTTAWA
*À l'Égalité Partenaire de la Communauté Sûreté
En partenariat public de la sécurité communautaire*

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SECTION OVERVIEW

- Two paid duty coordinators and 1 Sergeant
- Monday-Friday 07:00hrs -15:00hrs excluding weekends and statutory holidays
- Over 3500-4000 paid duty contract annually
- Two types of duties:
 - Public safety officers - support security at events ie: Bluesfest, Ottawa Race Weekend, RedBlacks, etc.
 - Traffic management – signalized intersections

1

1

OVERVIEW



- Police and (TCP) Traffic Management function:
 - Authorities are based on legislation and policy-
 - HTA – Traffic Direction – (Section 134(1))
 - OTM Book 7- (Sections- 3.37,3.6, 4.4.4, 4.4.5)
 - OHSR Regulations for Construction projects (TCP's) . (OHSR Reg 213/91 Sections 23, 67-69, 106)
 - OPS Paid Duty Policy
 - City of Ottawa Bylaws –(various)

2

2

AUTHORITIES AND POLICY



City of Ottawa- Right of Way Permit Office– (Special Provision D-005- Control of Vehicular and Pedestrian Traffic):

1. *Police are required if there is a need to direct traffic within 30m of a signalized intersection. Traffic Control Persons are not permitted to direct traffic within 30m of a signalized intersection*
2. *Police are required if any traffic signal display is visually obstructed by equipment or materials.*
3. *Police may be required where a lane re-alignment or lane use requires traffic to travel contrary to the existing pavement markings and/or signage.*

3

3

PD RESOURCES BOOKING- REQUIREMENTS



- Provide a Traffic Control Plan (TCP) Signaler Protocol-
- Signaler protocol - reference TCP training (OHSA and HTA authorities) -identify job functions particular to the site.
- 2 officers, 1 cruiser per signalized intersection- book only what you need.
- Start and end time – min 4 hours
- 2 onsite contacts with cellphone #
- Sign and return contracts (legal document) ASAP
- Immediately notify us of any changes

4

4

CONSIDERATIONS



- OPS cannot order officers to work paid duties. Officers elect to work PD's on their days off, or not.
- 15.5 hrs in a 24 hour period - in relation to their regular shift.
- Changing the contracted duty time could have the impact of 1 or both officers now not being able to work the duty based on their regular shift length.
- Determine times you need resources before you book , don't over- estimate the length of duty.

5

5

CONSIDERATIONS- ONSITE



- Include police in "tailgate"/pre-event safety meetings
- Communicate expectations and progress throughout shift and if there are any extensions of time required.
- If the TCP changes, advise and consult with the officers to implement the safest plan
- Identify any issues to the officers on site ASAP and PD office if necessary.
- Release the officers when no longer need for their function, - you only pay for the time they are on site (4 hour minimum)

6

6

CONTRACT ISSUES



- Identify any changes ASAP; times, locations, resourcing requirements.
- Cancellations:
 - 24 hours prior to the start time of the duty – contact paid duty office at 613-236-1222 ext. 2476 (M-F 07:00-15:00hrs)
 - After hours; 613-236-1222 extension 3030.
 - Failure to notify is a 4 hour minimum for all resources
- Late fees +20% cost of all police resources – if booked less than 48 hour prior to the start time of the event.

7

7

CONCLUSION



- Limited police resources and high demand from event construction industry and event organizers.
- Plan the resources, communicate requirements to PD office in advance (10-14 days minimum)
- Contact:
 - Phone - 613-236-1222 extension 2476
 - [Email - paid-duty@ottawapolice.ca](mailto:paid-duty@ottawapolice.ca)
 - Website - <https://www.ottawapolice.ca/en/contact-us/hire-police-for-an-event.aspx>
 - My extension 2454

8