



Request for Officer Interview

To request an interview with an officer in relation to a motor vehicle collision or insurance issue, please refer to the following check list:

- Contact the Records Services at **(705) 725-7025 ext. 2141** to request a copy of all relevant reports and to request a copy of the Officer's notes pertaining to the subject matter of the interview.

- Purchase all relevant records from the Records Services.

Note: The requestor must prove that they are entitled to receive such documents.

- Once in receipt of all relevant records, forward a request for an interview including the following information:

Requestor _____

Company Name _____

Company Address _____

Company Phone _____ Ext _____

Company Fax _____

Requestor Claim # _____

Date of Incident _____

Location of Incident _____

Police Occurrence # _____

Investigating Officer _____ Badge _____

**This information may be emailed or faxed to The Central Paid
Duty Unit at paidduties@barriepolice.ca or
Fax: 705-728-2396 Attn: Paid Duty Request**



Request for Officer Interview (continued)

The Central Paid Duty Unit will forward the request to the appropriate Divisional Commander for approval.

After approval has been granted (this process may take several weeks), the Requestor will be contacted directly by the Investigating Officer to set up a mutually convenient date and time for the interview.

The Requestor must bring a copy of the purchased records to the interview for the Officer's review prior to interview.

Note: All Officer interviews are considered paid duties. A minimum three (3) hour payment is required. One (1) cheque in the amount of **\$278.34**, payable to Barrie Police Service, shall be given to the Officer directly at the time of the interview.

Interviews generally take place right after a day shift or just before an afternoon shift.

**For further inquiries please contact the Central Paid Duty Unit at
(705) 725-7025 Extension 2123.**

Requestor final check list:

- Pertinent records obtained.
- Fax request to Central Paid Duties. (Fax # 705-728-2396)
- Interview time and place arranged with the Officer. (after approval has been granted)
- All purchased records to be brought to interview.
- One (1) cheque payable to the Barrie Police Service, to be brought to interview.