



## 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:

- I have read and agreed to the terms of agreement posted on the Peel Police website  
(<https://www.peelpolice.ca/en/services/resources/Documents/PRP686-Paid-Duty-Request-Terms-of-Agreement-v2.pdf>).

- Contact the Records Services Accident Desk at **(905) 453-3311** extension **4369** to request a copy of all relevant reports and extension **4377** 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 \_\_\_\_\_



## 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 3 hour payment is required. One cheque in the amount of **\$306.30**, payable to Peel Regional Police, 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.

**This information may be faxed to The Central Paid Duty unit at (905) 456-6175.**

**With further enquiries please contact the Central Paid Duty Unit at (905) 453-3311 extension 4243.**

Requestor final check list:

- Pertinent records obtained
- Fax request to Central Paid Duties (Fax # 905-456-6175)
- Interview time and place arranged with the officer (after approval has been granted)
- All purchased records to be brought to interview
- One cheque payable to Peel Regional Police, to be brought to interview