



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 ([Paid Duty Request Terms of Agreement](#)).

Contact the Records Services Accident Desk at **(905) 453-3311** extension **4365** 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 Records Services.

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

Once in receipt of all relevant records, forward a copy of the records along with 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 the interview.

Note: All officer interviews are considered paid duties. A minimum 3 hour payment is required. One cheque for three Constable hours shall be given to the officer directly, at the time of the interview. Alternately, payment may be processed via credit card. (See current rates posted on website to determine the amount due: <https://www.peelpolice.ca/paid-duty>).

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 or emailed to CentralPaidDuty@peelpolice.ca

For further inquiries please contact the Central Paid Duty Unit at (905) 453-3311 extension 4243 or CentralPaidDuty@peelpolice.ca

Requestor final check list:

Pertinent records obtained

Submit request and copy of purchased records by fax to (905) 456-6175 or email.

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