



VPD Booking Requests Guidelines

Emergency & Operations Planning Section

Booking Requests for Vancouver Police Members

The City of Vancouver (COV) manages over 600 public gatherings a year. These range from large, planned public events such as the Celebration of Light, to numerous unplanned protests and demonstrations. Other events include, but are not limited to: VIP visits, marches, parades, runs, concerts, sporting events, movie industry/filming, festivals, construction, and any other special events. Many of these events require the resources from the Vancouver Police Department (VPD) to help manage safely.

The VPD Emergency Operations and Planning Section (EOPS) is responsible for planning and staffing deployments for any event that is beyond the scope of regular policing services and resources. It is the responsibility of the individual, business or community organization planning the event to obtain all the applicable permits required from the COV and/or Parks Board.

The Vancouver Police Traffic Authority Program (T/A) may be deployed at some events to assist with traffic and pedestrian control functions.

Changes in legislation, legal requirements, risk management, accountability, worldwide events and complex social issues has made policing in Vancouver more challenging in recent years. Furthermore, the number of events and staffing requests for police members continues to rise each year and EOPS must endeavor to balance the flow of these requests with the limitations in policing resources. As such, EOPS will prioritize public safety and operational needs whenever assessing requests for police resources. For instance, staffing for a large public event such as the Celebration of Light or a demonstration will take precedence over a request for filming or construction.

Requests that primarily support the private interests of a single client or organization will generally not be approved. Examples of excluded requests include bodyguard services, vehicle escorts (without approval of Minister of Public Safety), private security services or any requests which may affect the reputation of the VPD.

Members are police officers providing policing services to the event and are not “the employee” or acting as an agent for the private entity. Members will not take direction from representatives of a private entity to perform any task that is not a core police function. Organizers must have sufficient marshal/security to manage the event and police are there to support and intervene if there is reasonable grounds to believe a criminal offence has or could occur.



VPD Booking Requests Guidelines

Emergency & Operations Planning Section

Policing Requests

The VPD EOPS Unit works Monday to Friday 0600-1600hrs.

The VPD EOPS members do not monitor emails while on weekly leave.

The following are to be considered when requesting VPD Officers:

- Events typically take place within the boundaries of the City of Vancouver (exceptions may include events on the University of BC (UBC) endowment lands and/or Ministry of Transportation permits for highways);
- A three (3) hour minimum charge per officer;
- Requests for VPD members should be submitted Monday to Thursday between 06:00-16:00 hours, with a minimum two (2) business days in advance. (A minimum thirty (30) days for major events);
- The number of officers to be deployed/required for an assignment/duty/event will be assessed and determined by EOPS. Event organizers may be asked to provide an operational plan(s) that may include a detailed security or traffic management plan. This type of information is important in determining appropriate staffing levels.

The VPD will make every effort to fulfill officer requests; however, this is not guaranteed. Major events taking place in peak summer months will be given priority, as public safety is paramount. Once again, advance notice of an event will assist in fulfilling policing requests.

Booking requests for members of the Vancouver Police Department (VPD) must be made through the Emergency Operations and Planning Section (EOPS) mailbox at eops@vpd.ca.

Cancellation of VPD Members

A member cancelled within twenty-four (24) hours of an event is entitled to a three (3) hour minimum charge, which will be billed back to the business or organization. In order to process a cancellation of a policing request in a timely manner, there is a two (2) business day cancellation policy in effect.



VPD Booking Requests Guidelines

Emergency & Operations Planning Section

This cancellation must be done directly with an EOPS Planner in person or over the telephone, as the EOPS member must verbally confirm the changes or cancellation. A stand-alone email or voice message will not be accepted, as EOPS Planners may be away from the office and will not be able to respond.

A cancellation is only considered to have been accepted by VPD EOPS if:

- 1) A member from the VPD Emergency Planning Section was contacted directly via telephone;
- 2) A member from the VPD Emergency Planning Section was contacted via email and the sender received a confirmation email.

Cancellations must be made through the Emergency Operations and Planning Section (EOPS) mailbox at eops@vpd.ca.

Billing and Booking Information

The following information is required to book members for duty:

- Date of event, along with start and end time for the officers;
- Location of the event including exact location where the client wishes the officers to report;
- Contact name and cell/mobile number for an individual to whom the officer(s) will report on the date of the event;
- Special instructions for duty;
- City of Vancouver Film & Special Event Office (FASE) and/or Parks Board approval and supporting documentation.

For billing purposes (if not already known):

- Organization/Client name and main contact (some organizations/promoters/film productions may be required to pre-pay for police services);
- Billing address;
- Telephone and Fax numbers;
- Email address.



VPD Booking Requests Guidelines

Emergency & Operations Planning Section

Cost of Policing Services

Special event policing services are provided on a cost-recovery basis. The 2021 Police Charge-Out Rates are as follows (subject to change):

Charge Out Rates	2021 (Hourly Rate)
Constable	\$139.51
Sergeant	\$174.40
Staff Sergeant	\$195.32
Traffic Authority	\$61.40

Traffic Authority (T/A) - After eight (8) consecutive hours in a shift, the charge rate is at one and a half per hour. After twelve (12) consecutive hours in a shift, the charge rate is at double. A four (4) hour minimum applies.

A three (3) hour minimum applies to Police Constables (PC), Sergeants and Staff Sergeants.

All charge-out rates include the cost of equipment and police vehicles.

The policing deployment model for each event is unique and EOPS will take into consideration many factors (such as: location, demographics, prior event history, purpose of the event, risk assessment and public safety) to determine appropriate staffing levels. An EOPS Planner will speak with you to understand your needs and work with you to ensure you have a safe and successful event.

****Please note:** Efforts will be made to staff/deploy basic traffic control work (e.g. construction) with Traffic Authority (T/A) members, however, due to high demand and shortages in the T/A program, traffic positions may have to be staffed with regular PC member at the rates indicated**