

Extra Duty Off Duty Employment

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	December 14, 2023	Approved by	BOPC
Effective Date of Last Revision	December 15, 2023	Approved by	BOPC

1 - Title

Extra Duty and Off Duty employment

2 - Purpose

The Nova Scotia *Police Act* states that “The Board shall adopt policy regarding extra-duty and off-duty employment as per s. 56 of the *Police Act* and the Chief of Police shall cause that policy to be posted as an HRP Departmental Order to all sworn and unsworn members.”

Halifax Regional Police has a comprehensive policy that states clearly how the policy should be applied and that the Chief of HRP approves requests for these categories of employment. (Department Order #: 04-09 Previously issued under #s 39-07 and 31-02). This policy recommends that the BOPC adopt the comprehensive guidelines established in the Department Order noted above. It has been the practice of the BOPC to approve off-duty employment for the Chief of HRP and this policy once adopted, will continue that practice.

3 – Scope

This policy applies to all sworn and unsworn members of HRP as outlined in the Department Order #: 04-09 and to the Chief of HRP.

4 - Definitions

In the context of this document:

Police Act means the *Police Act*, S.N.S. 2004, c. 31 as amended

Board means the Halifax Board of Police Commissioners

Chair means Chair of the Board of Police Commissioners

Chief of Police means the Chief of Halifax Regional Police

Chief Superintendent means the Chief Superintendent of the RCMP, Halifax District

Chiefs means the Chief of Police of HRP and the Chief Superintendent of the RCMP

Council means Halifax Regional Council

HRM means the Halifax Regional Municipality

HRP means the Halifax Regional Police

Legislative Assistant means representative of the Municipal Clerk's Office

Member(s) means a member of the Halifax Board of Police Commissioners

RCMP means the Royal Canadian Mounted Police Halifax District

5 - Distribution

Policies may be distributed to all Board of Police Commissioners, CAO, Municipal Clerk, HRM Councillors, the Chiefs and their respective departments, Nova Scotia Association of Police Governance and posted on HRM website with link to HRP website. This list may be expanded as required.

6 - Roles and Responsibilities

1. The Board shall adopt policy regarding extra-duty and off-duty employment as per s. 56 of the *Police Act* and the Chief of Police shall cause that policy to be posted as an HRP Departmental Order to all sworn and unsworn members.
2. Comprehensive and detailed guidelines have been adopted by HRP (Department Order #: 04-09 Previously issued under #s 39-07 and 31-02) to clearly state the kinds of extra-duty and off-duty employment that is acceptable for sworn and unsworn members.
3. The BOPC believes this policy, which is updated periodically, should be endorsed by the board.
4. The BOPC will continue to approve any extra-duty and off-duty employment of the Chief of HRP when requested.

7 - Policy Review

This policy should be reviewed every four years and when the Act is amended.

8 - Contact

Office of the Municipal Clerk

9 - References

Extra Duty Employment: [extra-duty-employment.pdf \(halifax.ca\)](#)

Off Duty Employment/Activities: [Halifax Regional Police Extra Duty and Off Duty Policies Release - October 5, 2022 Board of Police Commissioners | Halifax.ca](#)