

Extra Duty Employment

Original Implementation Date	March 2020	Approved by	BOPC
Date of Last Revision	November 20, 2024	Approved by	BOPC
Effective Date of Last Revision	November 21, 2024	Approved by	BOPC

1 - Title

Extra duty employment

2 - Purpose

The Halifax Board of Police Commissioners is committed to overseeing the delivery of fair, effective, efficient, equitable and accountable policing services in keeping with community values, needs, and expectations of all community members.

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.”

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

Extra duty employment means all police-related duty sanctioned by the chief officer other than that normally provided by the Halifax Regional Municipality.

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

General

- 6.1 The chief officer will establish an operational policy with respect to the extra duty employment of HRP's sworn members.

Mission, Vision and Values

- 6.2 The chief officer will ensure that HRP's extra duty employment policy aligns with the mission, vision and values, as outlined in HRP's Strategic Plan, and the Principles of Policing, as outlined the Police Board By-law.

Criteria for Extra Duty Policing

- 6.3 All requests for extra duty employment shall be made to the chief officer or designate.
- 6.4 The chief officer will ensure that a detailed critical assessment is undertaken in consultation with the client to determine whether a sworn police officer is required for any requested extra duty employment assignment.
- 6.5 The chief officer will ensure that this assessment includes considerations of the public safety needs of the wider community, reasonable community expectations of the Halifax Regional Police, and maintaining a positive organizational reputation.
- 6.6 The chief officer will ensure that whenever possible, requests for extra duty employment are backed by verifiable information and statistics.
- 6.7 The chief officer will ensure that members who accept and work an extra duty assignment remain under the exclusive jurisdiction of the HRP.

- 6.8 The chief officer will ensure that any issues or concerns arising from an extra duty assignment are communicated to the watch commander.

Member Eligibility

- 6.11 All members engaged in extra duty assignments shall be in uniform, except where the chief officer determines that plain clothes are required.
- 6.12 The chief officer will ensure that members complete appropriate training related to the extra duty policing policy before being offered extra duty assignments.
- 6.13 The chief officer will ensure that extra duty assignments are equally distributed among those whose name is included on the Extra Duty List.
- 6.14 The chief officer will ensure there is reasonable time between members' work assignments.
- 6.15 The chief officer will consider the health, safety and mental and physical wellness of members when determining the appropriate distribution of work assignments.
- 6.16 The chief officer will ensure that a schedule fee be established for the use of special equipment related to extra duty assignments.

Reporting requirements

- 6.17 By June 1st, the chief officer will annually report to the board the following information:
- a. The total number of extra duty assignments requested by outside parties in the previous fiscal year broken down by patrol division;
 - b. The number of extra duty assignments completed in the previous fiscal year broken down by patrol division;
 - c. The total number of extra duty hours worked in the previous fiscal year;
 - d. The total extra duty earnings in the previous fiscal year, including expenditures and net profit;
 - e. The total number of charges laid by members while completing extra duty assignments in the previous fiscal year;
 - f. A client breakdown of extra duty assignments requested and completed, including those related to retail and traffic control;
 - g. Any injuries related to extra duty assignments and the impact on HRP;
 - h. Any correlation between extra duty time worked and available staffing resources; and
 - i. Any other pertinent information.

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

None

Off Duty Employment

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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.”

3 – Scope

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4 - Definitions

In the context of this document:

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

Off duty employment, also known as secondary employment/activities means any activity, business, undertaking or calling in which a member participates while not on duty whether or not it involves financial gain or other benefit or consideration. An extra duty assignment is not considered to be off duty employment.

Board means the Halifax Board of Police Commissioners

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6 - Roles and Responsibilities

General

- 6.1 The chief officer will establish an operational policy with respect to the off duty employment of HRP's sworn members.

Mission, Vision and Values

- 6.2 The chief officer will ensure that HRP's off duty employment policy aligns with the mission, vision and values, as outlined in HRP's Strategic Plan, and the Principles of Policing, as outlined in the Police Board By-law.

Criteria for Off Duty Employment

- 6.3 Off duty employment is prohibited unless authorized by the chief officer.
- 6.4 The chief officer will prohibit sworn members from being in uniform while engaged in off duty employment.
- 6.5 The chief officer will prohibit sworn members from engaging in off duty employment when on duty.
- 6.6 The chief officer will prohibit the use of HRP equipment, facilities, materials or any other public property toward off duty employment.
- 6.7 The chief officer will ensure that no information obtained as a sworn officer will be used in off duty employment.
- 6.8 The chief officer will develop a list of prohibited off duty employment activities, and this list shall include the engagement in the business of serving civil process documents or in the private investigator or private guard business.

- 6.9 The chief officer will prohibit sworn members from engaging in off duty employment that creates or is likely to create a conflict of interest with their duties as a peace officer.
- 6.10 The chief officer will prohibit sworn members from participating in off duty employment that is obtained as a result of being employed as a member of the HRP.

Member Eligibility

- 6.11 The chief officer will ensure that any request for off duty employment is contingent on a member being and continuing to be in good standing.
- 6.12 The chief officer will ensure that when applying for permission to engage in off duty employment, the applicant will describe the nature of the work, a statement that no conflict of interest is anticipated, and an estimate of the anticipated number of hours per week that the member will be engaged in off duty employment

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

None