



**Item No. 3**  
**Board of Police Commissioners for the Halifax Regional Municipality**  
**April 2, 2025**

**TO:** Chair and Commissioners of the Board of Police Commissioners for the Halifax Regional Municipality

**FROM:** Cathie O'Toole, Chief Administrative Officer

**DATE:** March 11, 2025

**SUBJECT:** **Halifax Regional Police communication regarding the role of extra duty police officers**

---

**INFORMATION REPORT**

**ORIGIN**

October 2, 2024, Board of Police Commissioners for the Halifax Regional Municipality (Item No.7.1):

MOVED by Commissioner Gavin Giles, seconded by Commissioner Lisa Blackburn.

THAT the Board of Police Commissioners for the Halifax Regional Municipality:

2. Direct the Chief of Halifax Regional Police to develop and implement a communication plan to help address the public's understanding around the role of extra duty officers policing private entities, including the fact that the cost of extra duty deployment is borne by the private company or organization requesting the service.

MOTION PUT AND PASSED.

**BACKGROUND**

On December 13, 2023, the Board of Police Commissioners (BoPC) for the Halifax Regional Municipality (HRM) passed motion 10.2.2 in relation to the Board of Police Commissioners 2024-2025 Work Plan.

Included in this plan is the strategic priority “Increase accountability,” which includes the action item of refreshing the BoPC policy surrounding extra duty work. On November 20, 2024, the BoPC adopted the revised extra duty policy for inclusion in the Board of Police Commissioners’ Policy Manual.

Separate to the policy adopted by the BoPC, Halifax Regional Police (HRP) has refreshed its own extra duty policy. This report will outline HRP’s refreshed policy and the associated public communication by HRP.

## **DISCUSSION**

External organizations may make a request to HRP to hire officers outside of their regularly scheduled hours to provide police presence for a range of functions including, but not limited to, sporting events, concerts, parades, festivals, traffic control, filming, fundraising events, and retail locations. This work is considered to be “extra duty.” It is a paid duty which police officers may perform, if they so choose, in addition to their regular duty hours.

Extra duty work is administered through HRP’s Extra Duty Program on a cost recovery basis to provide additional service to our community at events where public safety may be a concern. Extra duty work is paid for by the external organization requesting the service - not by HRP. For example, if Scotiabank Centre put forward a request to have nine officers on site for an event, they would be responsible for the cost of those nine officers for the duration of their extra duty shift, and any other associated police resources required for that purpose e.g. police vehicles.

Participation in the Extra Duty Program allows for HRP officers to provide a policing presence for approved external organizations and events. If the extra duty program was not available to external requestors and an incident occurred at the event which required the organizers to call for police assistance, officers on regular duty would be the only police resources available to attend, thereby depleting the number of officers remaining available for general calls for service. Essentially, extra duty officers bolster the general policing presence when they are deployed, but the costs are borne by the business or organization making the request.

HRP has recently updated its extra duty policy. The new policy articulates the purpose of extra duty work and places additional rigor around who and how HRP contracts with organizations for our services. The policy also addresses concerns for officer fatigue by outlining an officer cannot exceed working 16 hours in a 24-hour period and that there must be a minimum of one hour between the end of a regular shift and the start of a paid duty, and eight hours between the end of a paid duty and the start of a regular shift.

A copy of the updated HRP Extra Duty policy can be found at **Attachment 1**.

In an effort to improve communication, transparency, and the public’s understanding around the Extra Duty Program, HRP has implemented the following communication:

- A new page titled “Extra Duty Program”<sup>1</sup> has been added to the HRP website under the Programs and Services section. This page will be regularly updated as new information is available and includes the following:
  - An explanation of the HRP Extra Duty Program, including that the costs associated with extra duty work is borne by the organization requesting the service
  - Examples of extra duty work and the benefits of the program
  - A link to the updated HRP policy on extra duty work, which has also been uploaded to the

---

<sup>1</sup> <https://www.halifax.ca/safety-security/police/programs-services/extra-duty-program>

Policies and Procedures section<sup>2</sup> of the HRP website.

### **FINANCIAL IMPLICATIONS**

There are no financial implications identified as a result of this report.

The report itself outlines how the HRP Extra Duty Program is administered, examples of paid extra duty requests, and that businesses and event organizers are financially responsible for police resources as a result of an extra duty request.

### **COMMUNITY ENGAGEMENT**

No community engagement was required for the purpose of preparing this report.

### **LEGISLATIVE AUTHORITY**

Police Act 2004 section 56 states:

- (1) Every board shall establish a written policy respecting extra-duty employment by members of its police department and the policy shall
- a) define extra-duty employment;
  - b) provide that requests for a member of the police department to be employed on extra duty be made to the chief officer;
  - c) require that a member of the police department engaged in extra-duty employment be in uniform except where the chief officer determines that plain clothes are required; and
  - d) require that at all times while on extra duty the member of the police department is under the orders of the police department and no one else.

### **ATTACHMENTS**

Attachment 1 – Halifax Regional Police Extra Duty Policy

---

Report Prepared by:       Natasha Pace, Coordinator, Halifax Regional Police

Report Approved by:     Chief Don MacLean, Halifax Regional Police  
                                  Bill Moore, Commissioner of Public Safety

---

---

<sup>2</sup> <https://cdn.halifax.ca/sites/default/files/documents/fire-police/police/extra-duty-policy.pdf>

# EXTRA DUTY WORK

## 1. GENERAL

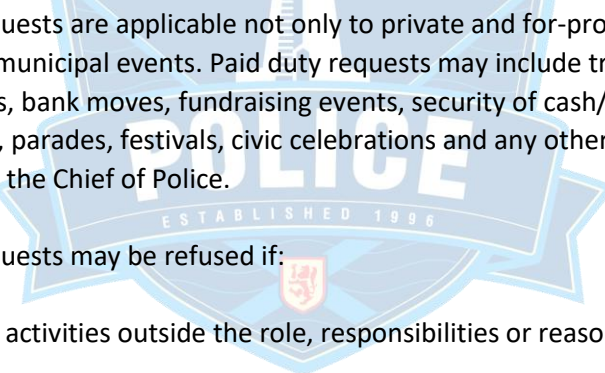
Halifax Regional Police administers the extra (paid) duty program on a cost recovery basis to provide additional service to our community at events where public safety may be a concern. The use of off-duty officers reduces the impact on resources that may have to respond to situations at these events and makes businesses and event organizers financially responsible for police resources they may require as a result of their activities.

Participation in extra-duty work is completely voluntary. An officer may withdraw from the list at any time.

This policy provides specific directions and responsibilities for members of Halifax Regional Police when administering and working paid duties.

## 2. POLICY

### PAID DUTY REQUESTS

- 
- A. Extra- duty requests are applicable not only to private and for-profit events, but also to charitable and municipal events. Paid duty requests may include traffic control, concerts, sporting events, bank moves, fundraising events, security of cash/valuables, large load moves, filming, parades, festivals, civic celebrations and any other special event deemed appropriate by the Chief of Police.
- B. Extra- duty requests may be refused if:
- It involves activities outside the role, responsibilities or reasonable duties of a police officer
  - The event or location may bring discredit on the reputation of Halifax Regional Police
  - In involves a conflict of interest or the appearance of a conflict of interest, including any conflict with any law, policy or procedure of Halifax Regional Police
  - It involves an event likely to promote a confrontation between participating groups
  - It involves security during a labour dispute, acting as door staff at licensed premises, bodyguard services, or security at a private residence unless used for a charitable event or production company
  - It requires the member to receive money or certify the authenticity of cheques/cash, to check ID of those entering premises, to check parcels at retail premises

### OFFICER ELIGIBILITY

- A. Any officer who has completed their probationary period and has been cleared by their coach officer to work independently is eligible to participate in extra-duty work, subject to the ineligibility list in section C and D, below.
- B. Officers must be current with their use of force training
- C. Officers who are on injury, sick leave or modified duties, under suspension, long-term disability, leaves of absence including maternity/paternity leave, or are on call are ineligible to participate in extra-duty work.
- D. At the discretion of the Chief of Police, officers who are under Police Act/SIRT investigation may not be approved for participation in extra duty work

#### **SELECTION FOR ASSIGNMENTS**

- A. The extra-duty coordinator will assign/re-assign officers from the list of eligible officers in a fair and impartial manner, ensuring opportunity for work is shared equitably. The log of hours performed will be reset each January.
- B. The extra-duty coordinator may depart from section A above, at their discretion if special qualifications are needed for a particular assignment or for assignments on short notice.

#### **RESTRICTION ON WORK HOURS**

- A. In order to ensure the wellness of our officers as well as the need to ensure adequate shift staffing, an officer cannot exceed working 16 hours in a 24-hour period. There must be a minimum of one hour between the end of a regular shift and the start of a paid duty, and eight hours between the end of a paid duty and the start of a regular shift.
- B. It is the responsibility of the officer to adhere to these restrictions and to not request/refuse a paid duty assignment that would bring them into conflict with them.

#### **INABILITY TO FULFILL AN EXTRA-DUTY ASSIGNMENT**

- A. If unable to fulfill an accepted extra-duty assignment, the Officer shall notify the Extra-Duty Coordinator who will re-assign the duty in accordance with this policy.

#### **LOSS OF PRIVILEGE TO PERFORM EXTRA-DUTY WORK**

- A. Infractions of this policy that do not engage the Professional Standards division will be investigated by the Extra-Duty Coordinator and reported to the Inspector of Support Services for decision regarding consequences. A progressive consequence model will be followed where the officer may be verbally counselled, receive a written warning or incur loss of privilege to perform extra-duty work.
- B. Any infraction will be documented by the Extra- Duty Coordinator in a report that will remain active for a period of two years. A first report will result in a warning; a second report in a loss of privilege for 90 days , and third or subsequent reports in a loss of privilege for 180 days

#### **SPECIAL TYPES OF EXTRA DUTY WORK**

- A. Officers performing **Oversize Load Escorts** shall review all permits and examine the load to ensure the dimensions accord with the permit.
- B. Officers performing extra duty work involving **Pyrotechnic Use** shall be police explosive technicians. Officers shall review all permits and insurance certificates prior to the event commencement.
- C. Officers assisting at **Commercial Filming Locations** shall ensure that permits are in place and that traffic is not impeded for any more than three minutes at a time. No officers, vehicles, equipment or police buildings shall be used or filmed without permission of the Chief of Police.
- D. **Interviews with officers by External Non-Governmental Agencies** (insurance adjusters, private investigators, law firms, **not** Public Prosecution) are subject to the extra- duty rate whether interviews take place on or off duty. Interviews must be approved by the officer's supervisor. No records will be provided unless approved and paid for.

## ROLES AND RESPONSIBILITIES

### ROLE OF THE EXTRA-DUTY COORDINATOR

- A. Creates a special-events calendar for the year by January 30<sup>th</sup>.
- B. Reviews extra-duty requests to determine if they are compatible with the police role
- C. Brings incompatible requests to the attention of the Inspector of Support Services
- D. Meets with the event organizer, reviews event history and previous calls for service
- E. If it is a special event requiring an operational plan, consults with the NCO assigned to Support Services
- F. If it involves construction, has the client submit a traffic protection plan
- G. If liquor is being sold, reviews the permit/license
- H. Determines the police and equipment resources required including the ratio of supervisors to officers
- I. Prepares the contract for the client to sign
- J. Once the contract has been signed, assigns officers in accordance with this policy including the assessment of any special qualifications required for any particular assignment
- K. Maintains a list of eligible officers and monitors the number of hours performed by each
- L. Authorizes the time sheets of assigned officers
- M. Invoices clients
- N. Conducts random follow-up interviews with clients to monitor client satisfaction
- O. Investigates and creates a report of any complaints regarding officer conduct to the Inspector of Support Services
- P. Provides a monthly report on extra-duty activities to the Inspector of Support Services including the number of extra-duty assignments requested and completed by patrol division, the number of extra-duty hours worked, the number of extra-duty assignments involving traffic control and retail, and the number of charges laid during extra-duty assignments

### OFFICER EXPECTATIONS

- A. Officers assigned to extra-duties are governed by the provisions of the *Police Act* and Halifax Regional Police policies and procedures and are expected to conduct themselves in accordance with the Values and Code of Professional Ethics of Halifax Regional Police.



- B. Officers performing a extra-duty shall meet Service uniform dress and appearance requirements and as directed in the paid duty assignment
- C. Execute their assignment in accordance with the regular expectations of a police officer, including the enforcement of municipal, provincial and federal statutes.
- D. Officers are expected to use their personal vehicles for travel to and from extra-duty assignments unless a police vehicle has been approved for use as part of the client contract.
- E. Upon arrival at an extra-duty assignment, an Officer shall log in with IES, check-in with the client, and ensure licenses and permits are in place.
- F. An officer shall notify the Watch Commander if the assignment differs from what was expected, weather or unsafe conditions exist, there are insufficient number of officers or the assignment is going beyond the time expected.
- G. If it is necessary for an arrest to be made while performing an extra-duty, notify IES to dispatch a patrol unit to transport and process the offender and report the arrest to the Watch Commander. The transporting officer will be come the I/O and complete the file.
- H. Not leave an assignment before the scheduled end time except to respond to a serious complaint.
- I. Upon completion of an extra-duty, complete any reports and/or notebook, meet with the client, and sign out with IES.
- J. Prohibitions: Officers shall not accept cash, gift or any other form of compensation from the client and shall not make any private arrangements to work.

#### WATCH COMMANDER

- A. At commencement of a shift, obtains the location of all extra-duties being performed
- B. Addresses any concerns regarding a extra-duty assignment while it is on-going
- C. Fulfills any last-minute extra-duty assignments to the extent possible and reports these to the Extra-Duty Coordinator

#### INSPECTOR OF SUPPORT SERVICES

- A. Reviews requests for extra-duty regarded as incompatible by the Extra-Duty Coordinator for decision
- B. Reviews monthly extra-duty reports submitted by the Extra-Duty Coordinator
- C. Reviews investigations of extra-duty infractions and decides appropriate consequences

#### HUMAN RESOURCES/PROFESSIONAL STANDARDS

- A. Notifies the Extra-Duty Coordinator of any change of status in an Officer's eligibility to participate in extra-duty work

#### FINANCE

- A. Receives invoices from Extra-Duty Coordinator and ensures payments to Officers are processed promptly and client accounts are paid
- B. Notifies Extra-Duty Coordinator of any delinquent accounts

3. DEFINITIONS

- A. **Extra/Paid Duty Employment** means all police-related duty sanctioned by the Chief of Police other than that normally provided for by the Halifax Regional Municipality
- B. **Client** means the person or entity contracting for extra duty police services
  - C. **Regular Duty/Shift** means any scheduled duty including court, in-service training, assigned professional development activities, overtime and on-call, or substitution shift.
  - D. **Contract** means the written agreement between Halifax Regional Police and the client in relation to an extra-duty assignment
  - E. **Traffic Control** means any extra duty assignment that primarily involves directly the flow of traffic or a street closure
  - F. **Retail** means any extra duty assignment inside commercial premises where the primary activity is the sale of goods

<b>Effective Date of Last Revision</b>	March 10, 2025
<b>Policy Owner</b>	Inspector Christina Martin

By Order Of:



Original Signed

**Don MacLean**  
Chief of Police

