



## **REVISED May 12, 2025**

Report and policy language revised to align with the Police Act and the Off Duty Policy.  
Attachment 1 - Clauses 6.3 and 6.11 were revised.

**Item No. 10.2.2**  
**Board of Police Commissioners**  
**May 7, 2025**  
**May 21, 2025**

**TO:** Chair O'Malley and Members of the Board of Police Commissioners

**SUBMITTED BY:** Original Signed  
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Cathie O'Toole, Chief Administrative Officer

**DATE:** April 29, 2025

**SUBJECT:** Amendment to BoPC Policy on Extra Duty Employment

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### **ORIGIN**

November 20, 2024 meeting of the Board of Police Commissioners, Item 11.1

It is recommended that the Board of Police Commissioners for the Halifax Regional Municipality:

1. Adopt in principle, subject to a period of public comment, the revised extra duty and off duty policies for inclusion in the Board of Police Commissioners' Policy Manual, as outlined in Attachment 1 of this report

### **RECOMMENDATION**

It is recommended that the Board of Police Commissioners for the Halifax Regional Municipality adopt the amendment to clause 6.3 and the inclusion of clause 6.11 in the Extra Duty Employment policy, as outlined in this staff report.

### **BACKGROUND**

In accordance with section 56 of the *Police Act*, in December 2024, the Board of Police Commissioners approved an Extra Duty Employment policy for inclusion in its policy manual.

### **DISCUSSION**

Staff are recommending that clause 6.3 of the BoPC's Extra Duty Employment policy be amended to read as follows:

All requests for extra duty employment shall be made to the chief officer.

This amendment will ensure that the BoPC policy on Extra Duty Employment aligns with its Off Duty Employment policy and is in alignment with Section 56(1)(b) of the Police Act:

- (1) Every board shall establish a written policy respecting extra-duty employment by members of its police department and the policy shall

...

- b) provide that requests for a member of the police department to be employed on extra duty be made to the chief officer;

Staff are also recommending that to provide further clarity, the following be included in the BoPC's Extra Duty Employment Policy as clause 6.11:

The chief officer will ensure rules and guidelines are established, subject to review by the Board, to govern how extra duty work is distributed and offered. Further, the chief officer will ensure such rules do not interfere with regular policing operational requirements, including the need and assignment of regular overtime.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications to this report. Any future financial implications arising from implementation of the recommendations will be addressed in staff reports and HRM departmental budgets as required.

### **COMMUNITY ENGAGEMENT**

The Board of Police Commissioners is comprised of four citizen members and three Councillors. Meetings are live webcast on Halifax.ca. The agenda, reports, video, and minutes of the Board are posted on Halifax.ca.

### **LEGISLATIVE AUTHORITY**

Police Act 2004 section 56 states:

- (2) 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.

...

- (3) The chief officer shall determine whether employment is extra-duty employment or off-duty employment and whether a particular kind of off-duty employment is permitted or prohibited within the off-duty police policy.

**ATTACHMENTS**

Attachment 1 – Extra Duty Employment (amended BoPC policy)

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

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## 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.
- 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

- 6.9 All members engaged in extra duty assignments shall be in uniform, except where the chief officer determines that plain clothes are required.
- 6.10 The chief officer will ensure that members complete appropriate training related to the extra duty policing policy before being offered extra duty assignments.
- 6.11 The chief officer will ensure rules and guidelines are established, subject to review by the Board, to govern how extra duty work is distributed and offered. Further, the chief officer will ensure such rules do not interfere with regular policing operational requirements including the need and assignment of regular overtime.
- 6.12 The chief officer will ensure that extra duty assignments are equally distributed among those whose name is included on the Extra Duty List.
- 6.13 The chief officer will ensure there is reasonable time between members' work assignments.
- 6.14 The chief officer will consider the health, safety and mental and physical wellness of members when determining the appropriate distribution of work assignments.
- 6.15 The chief officer will ensure that a schedule fee be established for the use of special equipment related to extra duty assignments.

Reporting requirements

- 6.16 By June 1<sup>st</sup>, 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