

## **13.3 ASSIGNMENT OF EXTRA WORK DUTIES**

Departmental Order #: 59-99 (Previously issued under order #s 56-99, 3-99, 62-97 and 17-96)

### **A. POLICY**

1. Extra work duties shall be allotted to members in a fair and impartial manner.
2. Members approved and designated for extra duty employment shall, wherever possible, be on their second or third days off. When the Extra Work Clerk is unable to fill them from this designated watch, he/she may call on another watch to assign the work.
3. Where practical, members who lose an extra duty job due to cancellation may be entitled to the next extra duty order.
4. The ratio of members for extra work details shall be 1 NCO for every 9 constables. Details requiring more than two members shall be assigned the proportionate number of NCOs. Details requiring an NCO(s) will be allotted based on rank, and not necessarily by date of hire. Only those NCOs specifically assigned to an NCO assignment shall be paid at the NCO rate.
5. NCOs may be assigned to an extra work job at the Constable rate. In no instance will a senior-ranked NCO assigned to an extra duty detail be under the supervision of a lower-ranked NCO.
6. Jobs shall not be transferred between members. If a member is unable to attend an assigned extra duty detail, he/she must contact the Extra Duty Clerk or designate to advise of his/her inability to attend. The extra duty detail will then be re-assigned to the next available member. Failure to comply with this policy will be duly noted by the Extra

Duty Office and may result in disciplinary action or the members being removed from the Extra Work List for one (1) year.

### **B. WATCH COMMANDER**

1. The Watch Commander may, at any time, reassign a member to other duties.

### **C. EXTRA WORK CLERK**

1. The Extra Work Clerk or designate shall:

- a. Assign extra duty details from the Extra Work List and advise the member(s) to report with any additional equipment necessary to perform the assigned duties.
- b. Be responsible for the efficient administration of extra duty assignments, including the accounts receivable and the processing of payroll.
- c. Maintain:
  - i. and submit appropriate records of jobs assigned to the Finance Section;
  - ii. the Extra Work list for each Watch and adjust it to reflect transfers and seniority as soon as practical upon notification of changes.

2. When assigning extra duty details, the Extra Work Clerk or designate shall:

- a. For constable assignments, assign jobs from the extra duty list to members based on seniority and from either the constable or NCO rank.
- b. For an NCO detail, assign the job to the next available NCO, advising him/her specifically of the NCO assignment and ensuring the assigned NCO is the highest ranked NCO working the extra duty detail.
- c. Post all work assignments once assigned.
- d. Only be responsible for contacting a member once.
- e. Whenever possible, leave a message for the member who may return the call and request a pick if the order has not been filled.
- f. When unable to contact the member, note same on the Extra Work List.
- g. Where required to fill a late order, he/she shall contact the next available member on the Extra Work List.

3. The Extra Work Clerk or designate shall only reassign extra duty details under the following circumstances:

- a. Member assigned reports sick.
- b. Extenuating circumstances.

4. When extra work must be reassigned, the Extra Work Clerk or designate shall assign the detail to the next available member on the extra work list and notify the duty NCO of the change.

5. Where a second extra duty assignment is offered to a member and it conflicts with an existing assignment, the Extra Duty Clerk or designate shall not place the member at the bottom of the list and should consider him/her for the next available job.

#### **D. DUTY CENTRAL DIVISION NCO**

1. In the absence of the Extra Work Clerk, the duty Central Division NCO shall be designated to perform all duties of the Extra Duty Clerk as per policy in Section 16 of this chapter and upon receipt of calls for extra duty police officers that require immediate attention he/she shall also:

- a. Assign the next available member from the extra work list located within the Call Back Center and make the necessary changes to the posted extra duty list.
- b. Complete the HRP.077, including the date and time it was allotted and forward it to the Extra Work Clerk via the designated slot in the Call Back Center.
- c. Notify:
  - i. the Divisional NCO where the job is being performed for monitoring purposes;
  - ii. the Extra Duty Office of the changes immediately. This is to ensure the proper payment to the member who performs the extra duty assignment.

#### **E. NCO**

1. The NCO i/c of each mandatory overtime function or special event shall authorize each member's Additional Earnings form, HRP.075.0, for the work completed for HRM.

2. Where practical, a Divisional NCO shall visit members performing extra duty assignments and shall record the visit by entry in his/her notebook or unit history.

During the visit, the NCO shall ensure the detailed members are fully equipped and are performing the duties of their assignment.

#### **F. MEMBER**

1. It is the responsibility of each member during their vacation, CO, etc. to notify the Extra Work Clerk or designate of his/her availability for extra duty. The assigning process will not be delayed. If the next available member cannot be contacted, he/she will be recorded as "unable to contact".

2. Members:

- a. Unavailable for extra work while off duty shall notify the Extra Work Clerk or designate in the clerk's absence of the dates of his/her unavailability prior to completing his/her last shift.
- b. Who have long distance telephone numbers will be contacted collect. Refusal to accept a call will result in removal of the member from the Extra Work List.
- c. Assigned to perform extra duty shall:
  - i. wear all issued clothing and equipment. For related policy refer to Subsection 16.6 of this chapter, **REPORTING FOR DUTY**;
  - ii. sign out a portable from a Divisional NCO in accordance with Subsection 16.7 of this chapter, **PORTABLE RADIOS**.

3. When assigned to perform mandatory overtime (i.e., Downtown Detail) or duties related to a special event (i.e., Natal Day), members shall complete an HRP.075 and obtain the authorization of the NCO i/c. Prior to reporting off, he/she shall forward the authorized HRP.075.0 to the Finance Section.

4. Members who become unable to perform an extra duty assignment must inform the Extra Work Clerk or designate of the reason for his/her unavailability not later than three (3) hours before the assignment is to commence and in accordance with related policy in subsection 16.5 of this chapter on **INABILITY TO FULFILL EXTRA DUTY ASSIGNMENT**.

5. Members assigned to perform extra duty shall not leave the assignment unless required to respond to a complaint of a serious nature.