

## **13 EXTRA DUTY EMPLOYMENT**

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

### **A. POLICY STATEMENT**

1. While on extra duty employment, a member shall be subject at all times to the rules and regulations of the *Nova Scotia Police Act* and the HRP and shall discharge his/her responsibilities in keeping with the professional and ethical standards set by the Chief of Police.

### **B. DEFINITION**

1. Extra Duty Employment: shall mean all police-related duty sanctioned by the Chief of Police other than that normally provided for by the Halifax Regional Municipality. For further information on the regulations pursuant to the *Nova Scotia Police Act* and related to extra duty employment, refer to Appendix A, EXTRA DUTY EMPLOYMENT REGULATIONS.

2. Please review Administration Chapter Five, 2.0 Conflict of Interest

### C. POLICY

1. For the purposes of the policy in Section 16, in the absence of the Extra Work Clerk, the duty Central Division NCO shall be designated to assign extra duty details in accordance with this policy.

2. All requests for extra duty police services shall be directed to the Chief of Police, Extra Work Clerk or other designated person setting out the nature of the duties to be performed. The request must be compatible and consistent with the duties of a police officer and the policies or regulations of the Board.

3. Requests must specify:

- a. Nature of the duties to be performed.
- b. Number of hours and location for which the service is required.
- c. Name of the business, agency or group requesting the service, including the contact person and phone number.
- d. Method of payment.

4. The interpretation of this policy, when in dispute, shall be referred to the NCO i/c Administration whose decision shall be final.

5. The Extra Duty List is compiled at the beginning of each calendar year. Once added to the list, members may voluntarily remove themselves from the list at any time during that calendar year. However, unless one of the extenuating circumstances listed below exists, any member who decides not to add his/her name on the Extra Duty List at the beginning of the calendar year or who withdraws his/her name from the list during the year will not be eligible to be added to the Extra Duty List until the beginning of the next calendar year:

- a. The member is a new hire who has successfully completed the required three (3) month probationary period and has been approved to work extra duty details.
- b. The Human Resources Officer has authorized the addition of the member to the Extra Duty List.