

EXTRA DUTY WORK

1. GENERAL

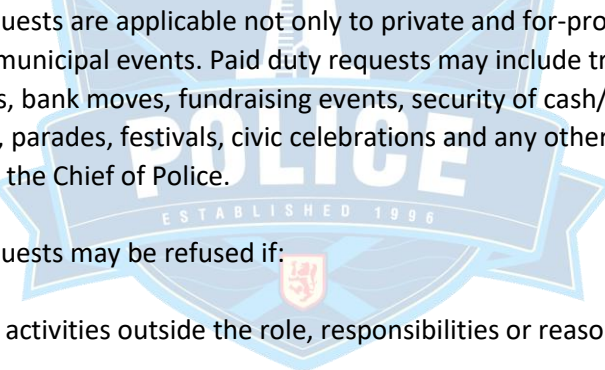
Halifax Regional Police administers the extra (paid) duty program on a cost recovery basis to provide additional service to our community at events where public safety may be a concern. The use of off-duty officers reduces the impact on resources that may have to respond to situations at these events 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

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- 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
 - It 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 30th.
- 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

Effective Date of Last Revision	March 10, 2025
Policy Owner	Inspector Christina Martin

By Order Of:



Don MacLean
Chief of Police

