



## ***Business Rules***

# **Edmonton Police Service Extra Duty Detail**

**Version 1.5**

**Prepared for:**

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## Executive Approval

| Role           | Name  | Signature  | Date              |
|----------------|---|--|-------------------|
| Superintendent | Dean Hilton<br>Operational Support Division,<br>Edmonton Police Service |  | March 21,<br>2022 |

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# **1.0 Introduction**

## ***1.1 History***

Providing private policing services for compensation, historically known as Special Events Policing, has been a part of the Edmonton Police Service (EPS) for over forty years. Through those years, EPS's practice, criteria and duties related to private contract policing have evolved and grown considerably.

In 2013, the EPS's private contract policing program was considered within the context of a "store front" cost neutral enterprise. It became clear through an intense examination of the program's administration, management, accountability, criteria and financial model, that private contract policing required tighter business rules and increased alignment with the public/operational business of policing in Edmonton.

Private contract policing is now managed and coordinated by the Edmonton Police Service's Extra Duty Detail (EDD) and will better contribute and add value to the overall vision of the Edmonton Police Service.

The new approach and business rules for Extra Duty (ED) services contained in this document are the result of the Special Event Policing Renewal Project initiated in the fall of 2013. The inception of this model was approved and has been in use since March of 2014.

Many EPS community partners have grown reliant on these services. These partners include the City of Edmonton, Rogers Place, Northlands, Edmonton Convention Center, West Edmonton Mall and School Boards, to name only a few. Historically, the EPS has provided private contract policing services to weddings, bars and nightclubs, graduations and other questionable events. Often, policing duties devolved into security work resulting in an unacceptable ownership of liability and careless stewardship of EPS resources.

The profession of policing has changed considerably over the years. Issues including charter and legal requirements, risk management, accountability, and community expectations have significantly increased the scrutiny on how police services are provided, including private contract policing.

In 2018, the EPS's Extra Duty Detail arranged 817 jobs for 85 clients and billed out over 3.0 million dollars. 619 members of various ranks provided 21,649.25 hours of private contract policing in supplement to operational policing in Edmonton.

## **1.2 Purpose**

The purpose of the Extra Duty Detail Business Rules document is threefold. First, it is a comprehensive document outlining the direction, expectation and practices in supplemental policing. Second, it is a reference document for those officers that work within the Detail, as well as for those officers who have Extra Duty assignments. Third, it is a document for Extra Duty clients to assist them with planning and management of their events.

## **1.3 Service Core Values, Goals and Vision**

The Business Rules of Extra Duty Detail align with the values, goals and vision of the Edmonton Police Service.

## **2.0 Definitions**

Client – The person or organization requesting Extra Duty Detail services.

Business Day – Twenty-four (24) hours prior to the start of an event, not including Statutory holidays, Saturday or Sunday.

Statutory holidays include Christmas Day, Boxing Day, New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Reconciliation Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and any other day on which the Edmonton Police Service has elected to recognize.

## **3.0 Model Overview**

Extra Duty Detail exists within the public policing model. It provides anticipated policing services which are location/duty specific and have short term tours of duty, which support operational readiness of the EPS.

1. Shares the responsibilities of public safety and risk management between the EPS and the client. Places a greater emphasis on a client owned, layered risk management model which works in collaboration with policing services.
2. Works in collaboration with EPS's Community Policing Bureau to better support Patrol Branch policing goals regarding crime management, community policing, relationship building and adequate human resource management.
3. Directly connects clients with Patrol Branch policing resources where appropriate.
4. Limits assignments to situations requiring true policing services.
5. Increases the accountability of EPS deployments and enhances the alignment towards one standard of policing performance for all assignments.

6. Contributes to the EPS employee wellness program.
7. Reduces the perception of a “two tiered” policing model.
8. Establishes clear expectations for employees and clients.
9. Establishes the intent to operate a sustainable financial model with margins intended to cover administration of the program.
10. Excludes client requests that overwhelmingly contribute to the private interests of a single client or, upon a reasonable test, do not support the “public good” or meet community expectations.

### **3.1 Criteria for Extra Duty Detail Job Acceptance and Staffing**

Extra Duty Detail clients request policing services for a variety of reasons. The EDD Business Rules require a critical assessment in consultation with the client. The goal is to determine if a sworn police officer, complete with the advanced level of authority, training and capabilities, is required for a requested assignment or is the job better suited to professional security or trained volunteers.

This assessment will be completed with considerations of public good versus the private interest, along with reasonable community expectations and maintaining a positive organizational reputation.

It is the position of the Edmonton Police Service that when Extra Duty through private contract is required, adequate and necessary administrative and management practices are required. This starts with determining **why** a police officer is required for the assignment and defining it into a deployment category. Generally, client requests fall into one of three categories:

1. **Crime and/or disorder,**
2. **Client risk management and mitigation – Major Events - ensuring public safety and security, or**
3. **An EPS public profile event.**

#### **1. Crime and/or Disorder**

A client contacts EDD and, *verifiable information and statistics* indicates that crime and/or disorder is occurring and requests police to address on-going crime and/or disorder issues.

These requests will be referred by EDD to the Patrol Branch of jurisdiction in combating and reducing crime and victimization as a public policing duty. In this scenario, the client’s needs may be addressed through the Division.

If, after a layered risk management and resource problem solving analysis is completed, the need still exists to have a professionally equipped and trained police officer contributing policing duties, then an appropriate staffing request can be

accommodated at the Patrol Branch's request (not the clients) with the requisite billing for resources assigned to the client or EPS absorbing the costs. The critical question in determining if the cost should be borne by the client or in overtime to the EPS, is determined in the problem-solving phase of the analysis. If there are mitigation steps that the client can and will be taking, but will take time and/or cost, the EPS staffing will fill in the gap with the cost borne by the client until those mitigation steps are in place. Example: EPS security staffing at liquor stores hit by organized thefts until the liquor stores can install ID card readers, private security and entrance screening.

If the crimes and or disorder perpetrated are utterly out of the clients control regardless of measures, they could institute then the cost would be borne by the EPS and referred back to the Patrol Branch to continue to problem solve or bear the cost of dedicated resources. Example: the unplanned protests encountered at the Legislature which require additional Public Safety Unit (PSU) resources and costed to the Service.

***APPROVAL: EDD staffed deployments of this nature are rare as they represent a significant risk to organizational reputation. The EPS would open itself to allegations of preferential or 2-tier policing which suggests corrupt practice. This deployment requires Operational Support Division Superintendent approval and notification of any other Divisional Commander affected and Chief's Committee. These operations will require a robust assessment and reporting schedule.***

## **2. Client Risk Management (a potential of crime, disorder or public security)**

In this category, a client or the Civic Events Edmonton office contacts EDD and requests EPS resources to assist in managing the risk associated to their event. In the absence of verifiable crime or disorder, the client reveals a 'potential' of crime, disorder or potential risk to public safety and security due to the large crowds expected and requests police resources for presence and/or security duties. This category of event is typically the large crowd or festival event which has been vetted and organized through the Civic Events Implementation Team (CEIT). Examples are: Heritage Festival, Folk Festival, K-Days Exposition and Parade.

EDD will work with the client and in consultation with CEIT and the respective patrol Division, where required, to develop a deployment which mitigates the risk and potential public and safety issues.

After consultation it may be determined that the event, regardless of size, can be managed and the risks addressed with the Patrol Branch's support and assistance or notification. This may include simple Patrol Branch awareness, including direct contact with Watch Commanders or Beats, who will assist with various strategies and preventative techniques to address disorder and public safety risks.

## **2.1 Public Safety and Security – Identifiable Risk of Criminality**

This category of job is definable as ‘security’ with an identifiable high or extreme risk of potential criminality. Typically, these jobs would provide visible police presence at, but not limited to: Synagogues, Mosques or large gatherings of identifiable multi-cultural/diverse groups, or groups which intelligence has indicated a heightened threat but without an identified person or potential perpetrator which would otherwise be referred back to an investigative area. This event deployment typically would include planning involvement of the Patrol Branch, OICC, INSET and/or CSIS as required.

Approvals of this category is with the Staff Sergeant i/c DEOPS.

## **2.2 City of Edmonton Construction and Vessel Move Exception**

An exception to this category of event, as it has no criminality or risk thereof associated to it, are the large volume of repetitive, city infrastructure maintenance and ‘vessel move’ jobs which require trained police and equipment to ensure the safe interactions of the motoring public and client equipment. These will be assessed and managed by EDD in cooperation with the City of Edmonton Permitting Office.

## **3. EPS Public Profile**

The final category involves the enhancement of the EPS public profile. An example of this would be a client wanting an officer in dress uniform to present an international trophy, or to be present as an ambassador for the EPS at a high-profile event. This scenario is likely to be rare and will be authorized by the EPS’s Chief’s Committee.

These requests would benefit the EPS brand and reputation as well as be perceptually endorsed by the public.

Currently, the majority of these public profile jobs are vetted and staffed by the Corps Sergeant Major with Honor Guard volunteers.

## ***3.2 Responsibilities of the Client***

Clients have a clear responsibility to know and understand the risks not only to their own interests, but within a broader community context as well. Therefore, it is the expectation of the EPS, that clients are able to answer to the following questions:

- What are the assets in need of protection?
- What are the kinds of risks/threats facing the assets?
- What is the probability of the identified risk(s) occurring?
- What is the impact or effect on the organization?

With a clear understanding of who in the relationship is:

**Responsible** – for defined roles,  
**Accountable** – in the end for those roles assumed,  
**Consulted** – the above determined after consultation, and  
**Informed** – all parties fully apprised of required details.

Only after the above **RACI** is accomplished should the EPS assume any level of risk in staffing an event.

Clients are expected to provide adequate and ongoing consultation and notice to Extra Duty Detail to appropriately partner and comprehensively assist in requests for policing services. Final determination and approval of this requirement rests with the Staff Sergeant in charge of Extra Duty Detail.

### ***3.3 Enhanced Integration with Divisional Crime and Violence Reduction Goals, and the Public Policing Model***

Extra Duty deployments and activities are an extension to Patrol Branch policing resources, operations, communication and intelligence.

Generally, EDD events take place within an EPS Patrol Branch. Police members on EDD assignment are essentially an extra police resource for that Patrol Branch, or jurisdiction, in policing that assignment. Members on an assignment can rely on Divisional resources including the On-Street Monitors, Watch Commanders and the Duty Officers for advice, intelligence sharing and support where required.

Law enforcement services provided by members at EDD assignments should be identical to those services provided within a normal operational or squad setting.

It is imperative that open communication, awareness and intelligence be shared with the Patrol Branch. This will be accomplished through mandatory reporting and sharing of Feedback and After-Action Reports with the Patrol Branch (see Section 6.0 for more detail).

Dress, deportment, enforcement, reporting, intelligence sharing, and support exist in a public policing model and with awareness of operational Divisions. The identical requirements exist within Extra Duty assignments.

## **4.0 Roles**

### **4.1 Clients**

As previously outlined in Section 3.2, clients requesting EPS Extra Duty Detail have a responsibility to know and understand the risks, not only to their own interests, but within the broader community as well.

Therefore, it is the expectation of the EPS, that clients are able to answer to the following questions:

- What are the assets in need of protection?
- What are the kinds of risks/threats facing the assets?
- What is the probability of the identified risk(s) occurring?
- What is the impact or effect on the organization?

### **4.2 Police Members Involved in Extra Duty Detail Assignments**

Members attending Extra Duty assignments must prepare for their assignment just as they would approach their operational or patrol shift. Members are expected to bring a professional policing response through positive citizen engagement. This includes being prepared with the right equipment, proper weather dress and with the tools to capitalize on enforcement and intelligence opportunities and providing full accountability through comprehensive reporting, note taking and investigations as required by EPS Policy. This includes but is not limited to notebooks, summonses, traffic vests, proper clothing, hats, portable radio etc.

Members who accept and work an EDD assignment *remain under the exclusive jurisdiction of the EPS*. Members are police officers providing policing services to the client and are not “the employee” of the client.

### **4.3 Police Supervisors**

EPS Supervisors responsible for the efficient and effective management of police resources at EDD events must recognize and overcome any potential gaps in performance within these deployments.

Supervisors may oversee members with whom they are not familiar and with diversities in seniority, skill level and competencies. A supervisor’s role is to manage and effectively direct their team to provide the highest level of policing services within the specific location and time frame requested. They must also ensure that members complete notes, investigations and reports according to EPS Policy.

It is imperative that while working with clients, supervisors provide leadership and direction consistent with the EPS’s values, goals and vision regardless of the venue or client.

## **4.4 Patrol Branch**

EPS Patrol Branches are responsible for supporting all policing activities within their identified boundaries, including EDD assignments. This may come in the form of simple awareness of an event and sharing contact information with an officer or an external stakeholder. It may include actively checking in through informal visits or formal, directed activities. Further, it may come in the form of providing back up and supportive resources, leadership, and guidance when required.

## **4.5 Service Dogs Involved in Extra Duty Assignments**

Previously, the Edmonton Police Service (EPS) Canine Unit was utilized at various venues/events to perform proactive bomb searches.

The EPS determined in 2016 that EPS Canine Unit service dogs will not be utilized to conduct bomb sweeps at any EDD Assignments. If an EDD client requests or insists on the use of a bomb dog, the client should be advised to seek out the services of a private 'canine detection' company trained in venue/bomb searches.

Notwithstanding, for events with critical public safety and security considerations Canine Unit services may be requested and approved by the Major Event Commander assigned and in consultation with the Staff Sergeant i/c the Canine Unit.

## **5.0 Responsibilities for Members Working Extra Duty Assignments**

### **5.1 Expectations**

*EPS members offer one standard of policing service.*

The level of conduct, engagement, enforcement, reporting, and accountability remain identical no matter the police setting, call or event.

It is critical that those members providing EDD services to clients at major events, sporting events, concerts, etc. to enhance public safety by providing true policing services and not just advanced level of security. Care must be taken throughout the entire process from assessment, analysis, staffing, deployment, conduct, reporting and dismissal, to provide professional policing services aligned with the public good and public safety.

**One standard** – Members of the Edmonton Police Service offer one standard of policing services to the public. Whether policing services are being requested through dispatch as part of a patrol function or are a result of carrying out EDD activities, only the highest level of policing services are expected.

**The public good versus the private good** – While prevention and deterrence is a large part of police presence, officers' actions and conduct must have a deliberate impact on the public good (i.e. public safety).

**Organizational alignment** – In all instances, officer actions, decisions and conduct must have alignment with the EPS Service Vision, Values and Goals.

**Layered Policing Model** – Extra Duty Detail and any assignments exist as part of a public policing model and a layered application of risk management and not in the absence of an existing framework.

**Support** – Officers always have the support of the entire police service as well as any Patrol Branch supervision, up to and including the OSM, Watch Commander and Duty Officer for assistance and guidance.

**Dress** – Unless an assignment specifically states an alternative, members are expected to observe EPS Sworn Members Dress and Department Procedure HR25-1PR and be completely and professionally dressed in working 'patrol' uniform including hats, traffic vests, weather appropriate clothing, and whistle for all EDD assignments.

**Electronic Devices Use** – The use of Electronic Devices (cell phones) at EDD assignments is restricted to professional use only. For officer safety reasons, as well as the application of full and professional police services, Electronic Device use for personal reasons is not permitted. If absolutely necessary, it is requested that personal use is limited to the extraordinary exception or service breaks on approval of the supervisor.

## **5.2 Conduct**

- Members will strictly adhere to all Federal, Provincial, and Municipal laws including the Police Act and all EPS Policies and Procedures. Any conflicting rules from the client must be disregarded and reported to the Extra Duty Detail.
- EPS members will perform approved police duties only and will not agree to assist in any matter not ordinarily within an officer's duties. *If it is not done within a regular operational setting, then it should not be done within an Extra Duty assignment.*
- Conversely, a member's police training, skills, enforcement and critical thinking are required at all policing assignments. A member's thought processes and actions are not abated in any circumstances. If a member would do it during regular duties, then a member should be doing it within each Extra Duty assignment. This includes police to citizen engagement, enforcement as well as tactical decisions and officer safety considerations.

### **5.3 Pre Assignment**

- The member will obtain full instructions as to specific duties from the EDD office prior to the assignment date or from the assigned supervisor at the event.
- Members must report into the police supervisor or the client upon arrival and before the start of the Extra Duty assignment.
- Members must be logged on with EPS ECOM Branch with an appropriate unit designator. At events with a supervisor, Major Event Commander (MEC) or with an assigned diarist, members will be logged on by that person typically at a parade prior to deployment.
- In the absence of a supervisor or MEC, members must log on as per standard operational responsibilities. Currently, members can log on through the Edmonton Police Service Staffing Platform (EPSSP) or ECOM Branch - via email or by using the Responder App.
- The police supervisor or senior police member assigned to every EDD assignment will notify the appropriate Branch on duty Watch Commander or in his absence the Branch On-Street Monitor of the nature, duration and location of their assignment at the start of their event.

### **5.4 During the Assignment**

- At EDD assignments, it is strategically advantageous and a requirement to achieve an extroverted social presence. This is accomplished through positive contact and an effort of engagement with the citizens in attendance. This outward focused attitude demonstrates increased public safety to the law-abiding citizen and an atmosphere of accountability and tight professional policing to those not wanting to be held accountable for their behavior or actions.
- If an arrest is affected by a member on an EDD assignment and is deemed complex, or that arrest requires continuation, that arrest and the investigation shall be overtaken by an on-duty Patrol Branch member at the earliest opportunity (see Section 6.0 below).
- If a non-emergency matter is reported to a member on EDD assignment and is not directly related to their duties, the member may evaluate the level of burden and distraction to their assignment and if required, notify ECOM Branch to have on duty Patrol Branch officers to attend. Alternatively, the citizen can be directed to the nearest community or Patrol Branch police station for reporting purposes.
- A member's police officer status demands that in the case of emergency or exigent circumstances, an Extra Duty officer may leave the EDD assignment as necessary

to ensure the preservation of life and property until proper supervision and on duty officers can attend.

- Members are responsible for completing their assigned duties and will not leave the event until completion of their duties. Members must check out with the police supervisor or the contracting authority if there is no police supervisor upon completion of their assignment.

## **5.5 Post Assignment**

- Members must log off appropriately as per standard operational responsibilities.
- All members must complete the feedback portion of their assignment on the Edmonton Police Service Staffing Platform (EPSSP). This is critical and is expected for all assignments. Comments related to the suitability of the assignment for police, the policing activities completed, the level of support from the client within a layered risk management approach, as well as equipment, training and staffing issues or recognition may contribute to the content.
- The EPS supervisor or the senior police member from each assignment shall complete an After-Action Report (AAR) and submit it to EDD (see Attachment A – Extra Duty Detail After-Action Report, for the report template). The AAR completed by this member will also serve as that member's feedback. Exceptions to the submission of an AAR for an assignment must be approved by the Staff Sergeant in charge of Extra Duty Detail.
- The submission of the hours worked by the member(s) will not be processed until all assigned members have provided their actual hours worked and event feedback. The design of the Edmonton Police Service Staffing Platform (EPSSP) does not allow payroll to process the assignment until all members have completed the above task(s).
- There is no overtime consideration with an EDD deployment. EDD clients are billed to a 15-minute segment. The "end of duty" time declaration shall be to the next closest 15-minute interval if the tour goes beyond the minimum 3 hours.
- Forms can be found on the EPS Extra Duty site on the Intranet or within the EPS All drive, within the DEOPS folder, and then the Extra Duty Detail folder.
- The members in the Extra Duty Detail will follow-up on any issues or concerns arising from an event that are articulated in the Feedback and the After-Action Report. This includes the appropriateness of the assignment, client risk management, member tardiness, poor equipment, attitude, effort, client feedback, etc. Relevant information and/or intelligence which may be of value to the Patrol Branches from a crime management perspective will be shared.

## **6.0 Responsibility**

### **6.1 Arrests**

- If a simple investigation and/or arrest is carried out by a member on EDD assignment, the member can complete their duties if, on balance, investigative tasks, witness management or officer safety issues don't unduly burden the member or the assignment. Pre-charge consultation with the Patrol Branch Watch Commander must still be undertaken.
- If a complex investigation and/or arrest is affected by a member on EDD assignment, that arrest and investigation shall be overtaken by an on-duty Patrol Branch member upon consultation and approval of the Patrol Branch Watch Commander.
- Strategic consideration is required for those arrests which require lodging or the continuance of an arrest. In these instances, a Patrol Branch member should be requested at the earliest opportunity.
- As the arresting member, the appropriate detention and custody must be carried out, as well as advancing any investigative tasks such as seizing property and evidence, obtaining statements and acquiring information. The EDD member will provide these, along with his/her witness statement, to the responding Patrol Branch members.

Extra Duty Police members will then resume their EDD assignment.

### **6.2 Enforcement**

- Members are expected enforce all provincial and city violations by writing summonses for all Provincial Acts and Bylaws infractions to include: traffic violations, gaming, liquor & cannabis enforcement activities.
- Intelligence reports, Service reports and Extra Duty AARs are required to contribute to crime management and share pertinent intelligence which emerge from EDD assignments.
- Supervisors are expected to give direction and ensure appropriate enforcement action is taken by members at EDD assignments.

## **6.3 Reports**

- If required to write case reports or address any investigative tasks right after their assignment, EDD members must acquire prior approval from their assignment supervisor, the appropriate Patrol Branch Watch Commander or the Duty Officer.
- EDD members requiring time to complete reports at the end of an event will claim from the client up to and including the first hour after the announced 'end-time' with any additional time required to complete reports claimed through the DEOPS budget for OT on approval of the Staff Sergeant i/c DEOPS. If the report is not of an urgent nature to complete an arrest etc. the EDD member will 'own' his report and complete it during his next regular scheduled duty.
- An After Action Report (AAR) and assignment Feedback are required for every assignment. Full and frank reporting is encouraged and expected.

## **7.0 Extra Duty Detail Administration**

### **7.1 Extra Duty Detail**

Extra Duty Detail is under the supervision of a Sergeant and staffed by one Constable and one non-sworn administrator.

- Reviews, authorizes, and processes all contracts and requests for police including the assignment of personnel, invoicing and securing payment from the client or organization prior to the event taking place.
- Reviews and authorizes the staffing model for each event considering the client's requirements based on the public good and layered risk management strategy, existing standard operational plans, contextual risk factors and officer safety considerations.
- Ensures that all risk factors that may affect public safety, liability, existing legislation and/or the Service's reputation have been appropriately addressed.
- Ensures an AAR is obtained from the senior member, sergeant, staff sergeant or inspector attending the EDD assignment. This is required from every event, without exception.
- Follows up on any issues or concerns arising from an assignment that are mentioned in the AAR.
- Maintains a portfolio of job descriptions, positions and requests from clients.

- Deals with coaching, mentoring and discipline issues arising out of EDD assignments.
- Is supported by the EPS Staffing Platform (EPSSP), an internet-based IT software program to manage client requests, officer assignments and staffing coordination.

## ***7.2 Client Application Process***

All requests for Extra Duty shall be submitted via the EDD Application Form (Attachment B) found on the Edmonton Police Service's Internet site or by contacting EDD office at 780-421-2888. The application process is supported by an Application Guide found online and included in Attachment B.

Exceptions to the application process shall be approved by the Staff Sergeant in charge of Extra Duty Detail.

This application form is not only the initiating document for policing services but the start of a relationship and dialogue in supporting a client owned, layered risk management model which works in collaboration with policing services for the City of Edmonton (refer to Section 3.0 and 4.1 for more information). The client is expected to understand and strategically address their assets and risks through a comprehensive plan which, includes policing services as a partner and not the sole proprietor of public safety.

Planning and communication with the EDD regarding an event must begin as early as possible ensuring sufficient time to plan with all considerations. Clients who fail to reach out to all affected stakeholders with adequate notice, including EDD, run the risk of not obtaining Extra Duty services or services from other stakeholders.

In case of a Service need or a community emergency, the Chief of Police or his designate may immediately cancel all EDD assignments. Should this occur, the client will be notified as soon as possible.

## ***7.3 Client Feedback Form***

Client feedback is sought after and highly encouraged. Accurate, timely and constructive feedback is an important component ensuring that members of the EPS strive to improve service delivery, address the appropriate application of policing services and contribute to public safety at similar future events. Forms can be found online and can be referenced in Attachment C.

## **7.4 Extra Duty Staffing Guidelines**

If it is determined that Extra Duty is required, the following will apply:

1. After the receipt of the client's application, risk assessment and integration with the appropriate Patrol Branch, a critical analysis for the determination of proper staffing will be undertaken.
2. *Officer Safety will have the highest consideration within all EDD deployments.*
3. Other factors for consideration:
  - Types of assets and known risks,
  - Probability and confidence level of any risk,
  - Crowd size and type,
  - Past history of event,
  - Presence of alcohol,
  - Location,
  - Duration of the event,
  - Client planning and risk mitigation,
  - Presence of private security measures,
  - Presence of layered security,
  - Secured site or building with controlled access and searches,
  - Vehicle barrier deployment considerations, and
  - Electronic Dance Music (EDM) protocol considerations.

## **7.5 Member Eligibility for Extra Duty Assignments**

- Members must conclude their probationary periods (Constables – 18 months, Sergeants & Staff Sergeants – 6 months) with the EPS prior to working an EDD assignment.
- Constables both current and potential EDD members are required to complete an online EDD Training Course provided through the EPS Learning Management System.
- It is the **Member's** responsibility to ensure that when registering their availability or reporting to work an EDD assignment that they are free and clear of any job restrictions or shift conflicts. It will be the members responsibility to notify the EDD office of any restrictions or conflicts, in advance, of accepting an EDD job.
- Staffing considerations and decisions are at the approval of the Staff Sergeant I/C DEOPS and/or the Inspector I/C Field Response Branch.
- In some instances, job shadowing (with remuneration) may be required in order to qualify for some assignments (i.e. vessel moves, specialized duties, commander

assignments). Job shadowing deployments must have the approval of the Staff Sergeant I/C DEOPS prior to being assigned.

- A supervisor for an EDD assignment must have patrol experience, skills and training as a supervisor within the EPS. In addition, all supervisors are required to complete the EDD Supervisor Training Course provided by the EDD office.
- Certain events require a Major Event Commander (MEC) to manage the assignment. The Extra Duty Detail in collaboration with the MEC will develop a Standard Operational Plan (SOP) for the assignment. The MEC is assigned through the Incident Command Committee Tier III Co-Chair.

### **Early Intervention Protocol**

In consideration of Early Intervention risks to Members potentially upsetting their work life balance, Extra Duty Detail will email the same job notification that the working member receives to that member's immediate supervisor. As EDD jobs are not captured on CARM and this measure is to ensure that immediate supervisors are aware of the extra hours worked through EDD.

### **7.6 Extra Duty Scheduling Restrictions**

EPS members shall **NOT** schedule their availability nor work an Extra Duty policing assignment if:

1. A member has less than eight (8) hours between the end of their EDD assignment and the start of their regular tour of duty shift as set out in section 5.01.02 of the Collective Bargaining Agreement (CBA). (unless approved by the Staff Sergeant i/c Extra Duty Detail in consultation with the members command team).
2. A member has less than one (1) hour between the end of a regular tour of duty shift and the start of an EDD assignment (unless approved by the Staff Sergeant in charge of Extra Duty Detail).
3. Notwithstanding an approved operational need, a member shall not work more than twelve (12) EDD hours within a 24-hour period.
4. A member is not on full-time status. Any employee not of full-time status shall consult with Human Resources Division for EDD assignment eligibility and notify the EDD Office of their status or restrictions prior to accepting an EDD job.
5. A member has lost the privilege and is no longer eligible to work EDD assignments.
6. A member has court attendance (if a member obtains a subpoena post assignment, immediately notify the EDD office).

7. A member is receiving “standby pay” during the time of the EDD assignment.

### **7.7 Cancellation or Replacement of Members**

#### EPS Member(s)

- Members shall not cancel an assignment without approval of EDD. Members who fail to show up for an assignment may lose their privileges of working any EDD assignment for a period of ninety (90) days for the first instance and one hundred and eighty (180) days for each incident thereafter.
- The onus is on the assigned member to locate a replacement and both members require the approval from EDD. If an assignment switch has been done without EDD approval, and/or the replacement member fails to show up for an EDD assignment, both the member that was initially scheduled to work the assignment and his self-selected replacement, may lose their privileges to work any EDD assignments as outlined above.
- End times for any assignment may be changed prior to or during the assignment; end times for all assignments are estimated. Any adjustment in end times must be in consultation with the client and or the EPS supervisor. If the time worked by a member is less than 3 hours the member is entitled to three hours of approved Extra Duty pay.

#### Client

- If an assignment is cancelled outside of one business day (24 hours), the member(s) may be cancelled with no remuneration to the member(s) and at no cost to the client.
- If an assignment is cancelled within one business day (24 hours), the assigned member(s) are entitled to three hours of approved Extra Duty pay at the expense of the client.
- Request for cancellation submitted to EDD on a Statutory holiday or weekend will not be accepted.

### **7.8 Edmonton Police Service Staffing Platform (EPSSP)**

The Edmonton Police Service Staffing Platform (formerly known as Special Event Policing Platform or SEPP) is a staffing tool which enables the efficient, effective and equitable scheduling and coordination of EPS members. Members utilize the EPSSP to report and update their Extra Duty hours as well as provide mandatory feedback from assignments.

This platform is available 24/7 to all EPS members using a secured public internet address which can be accessed outside the EPS system. Members are expected to input and manage their profiles, ensuring accuracy and current availability status.

Members who fail to do so threaten the efficiency of the staffing process and may face consequences outlined in Section 8.0.

Members have 48 hours to accept or decline an assignment given to them on the EPSSP. In certain circumstances the EDD office requires acceptance of the assignment within the 48hrs, for example a "short notice assignment." If the member is not able to be contacted, the assignment may be removed without notice and reassigned to an available member.

## **8.0 Loss of Privileges**

Member's conduct is governed by EPS policy guidelines and the Police Service Act (PSA) with the process outlined in sec. 8.2. Notwithstanding Policy and the PSA, members shall adhere to all applicable EDD Business Rules or be subject to potential Loss of Privilege or ability to participate and work EDD assignments.

### **8.1 Accountability**

Members who conduct themselves inappropriately may be dealt with through two different streams:

1. Members subject to a complaint of either conduct of service under the Police Service Act or Police Service Regulation will be dealt with according to EPS Principles of Police Discipline CO2-1PR.
2. Members subject to a complaint outside of conduct or service (e.g. being late, not showing up, equipment or administration breaches) may face the loss of privileges to work EDD assignments.

### **8.2 Process to Address Loss of Privileges**

Extra Duty Detail subscribes to the EPS Principles of Police Discipline as found in Part CO2-1PR.

With respect to EDD assignment infractions that do not activate the Professional Standards Branch process, the Extra Duty Detail Sergeant will investigate, interview, document and thoroughly review the circumstances. The Sergeant will then forward his results to the Staff Sergeant i/c DEOPS.

Upon receipt of an Extra Duty investigation into a member's conduct, the Staff Sergeant i/c DEOPS will review the investigation. After ensuring the completeness and thoroughness of the investigation, the Staff Sergeant will make a balanced and appropriate decision regarding the loss of privilege according to prescribed rules. Loss of privileges for Extra Duty assignments will follow a progressive consequence model. Depending on the circumstances, members may be verbally counseled, receive

an official written warning or incur loss of privileges (see Attachment D – Extra Duty Detail Loss of Privilege Report). The following is a detailed example the progressive consequence model:

- a. Members who violate the EDD rules of business will be informed of this violation by way of a Loss of Privilege Report.
- b. Each Loss of Privilege Report issued to an individual member will stay active for a period of two years from the day it was issued to the member.
- c. On issuing a first active Loss of Privilege Report the individual member will receive an official warning and meet with the Extra Duty Detail Sergeant. The warning will stay active for a period of Five years from the day it was issued to the member.
- d. On issuing a second active Loss of Privilege Report the individual member will receive a suspension from EDD assignments for a period of 90 days and may meet with the Extra Duty Detail Sergeant.
- e. Any further violations of the EDD Rules of Business will result in a suspension from EDD assignments for a period of 180 days and may meet with the Staff Sergeant i/c DEOPS.
- f. Gross violations of the EDD Rules of Business may result in an immediate suspension from EDD assignments pending review by the Staff Sergeant i/c DEOPS.
- g. At any time, based on a review of the event and the member's actions, an *Information to the Chief of Police* may be submitted if deemed warranted. Should an *Information* be submitted, the involved member's EDD privileges may be suspended pending the results of the investigation.

The Staff Sergeant i/c DEOPS will notify all parties and forward a copy of all correspondence to the subject member and the subject member's Branch supervisor, Branch Management Team and the Inspector of Field Response Branch. The Staff Sergeant will then return the copy to the Extra Duty Detail Sergeant for information and filing. The member's name and dates of the counseling, written warning or loss of privilege shall be noted by the Extra Duty Detail Sergeant.

### **8.3 Appeals Process**

A member may appeal his loss of privilege to work EDD assignments to the Inspector i/c of the Field Response Branch.

### **8.4 Non-compliance with Reports and Forms**

Members, including Supervisors, who fail to provide accurate and appropriate feedback, will not have their assignments processed for payment until such time as the Sergeant overseeing EDD is satisfied that the assignment has been completed.

### **8.5 Complaints**

Complaints with respect to supplemental police presence at an assignment, the number of police required at an event, requests for policing provided at the expense of taxpayers, or appeals of any decisions through the discipline process may be directed to the Superintendent i/c Operational Support Division or their designate.

## **9.0 Finance**

The minimum fee for any EDD assignment will be three (3) hours pay at the approved EDD rates.

If an assignment is canceled outside of one business day, the member may be cancelled with no remuneration. Within one business day, the member is entitled to three hours of Extra Duty pay.

Please see Attachment E – Extra Duty Detail Fee Schedule for more fee related details.

### **9.1 Processing**

Extra Duty Detail receives, administers and manages all requests for Extra Duty services.

For clients with active credit accounts, EDD collaborates with EPS Finance Section in reviewing and assessing all requests for Extra Duty services.

Clients who request EPS's Extra Duty are required to complete a Credit Authorization for Extra Duty form. No supplemental police service will be provided until Finance Section has received the Credit Authorization form from the client, and if appropriate, has approved the establishment of a credit account, or the approved form of payment (credit card, certified cheque or money order) is received by Extra Duty Detail no later than three (3) business days prior to the event.

Extra Duty Detail forwards payments in the form of certified cheques and money orders along with a copy of the Extra Duty billing form to Finance Section for deposit and processing as required.

Extra Duty Detail, in consultation with EPS Finance Section, will review and recommend changes to the fee schedule for Extra Duty every year. This will be completed by September 1 annually to advise all Extra Duty clients in advance of their budget planning cycle.

## **9.2 Finance Section**

Finance Section supports EDD by:

- Conducting credit checks, making recommendations to EDD regarding a client's financial/credit situation and assigns account numbers as appropriate.
- Invoices approved credit customers following the conclusion of events.
- Reviews and recommends discontinuance of service to delinquent cash and credit customers, and write-off of delinquent accounts.
- Maintains a list of current active credit customer accounts, as well as a list of customers who will no longer receive Extra Duty services due to delinquent accounts.
- Reviews and assists in the development of fee schedules for Extra Duty services.
- Invoicing for select clients.

## **10.0 Training**

Members

- Members working assignments must be eligible and current with their annual firearms and all other EPS mandatory training requirements.
- Members working assignments must complete the required training prior to applying or being assigned to any EDD assignments.

Supervisors

- All current and potential EDD supervisors are required to complete the EDD Supervisor Training Course provided by the EDD office. This training is a minimum of a two-hour classroom session.
- A supervisor for an EDD assignment should have experience, skill and training as a front-line supervisor within the EPS.

## Constables

All current and potential EDD members are required to complete an online EDD Training Course provided through the EPS Learning Management System. Members will be required to complete the online course and examine with a required passing grade of 80%.

### ***10.1 Job Shadowing***

In some instances, job shadowing (with remuneration) may be required in order to qualify for some assignments (i.e. vessel moves, specialized duties, commander assignments). Job shadowing deployments must have the approval of the Staff Sergeant i/c DEOPS prior to being assigned.

## **11.0 Equipment**

### ***11.1 Police Vehicles***

The use of police vehicles at assignments is negotiated through the Extra Duty Detail. A cost to the client is associated with vehicles and it is not at a member's discretion to take a police vehicle from Patrol Branch resources.

Patrol or Traffic members who are directed to use a police vehicle for their EDD assignment shall obtain approval from their own chain of command to utilize that Branches patrol or pool vehicle. If a member from a specialized unit requires a marked police vehicle and does not have access to one, that member must obtain written consent from a Patrol Branch Watch commander prior to the date required. A copy of the written permission must be provided to the Commissionaire or on duty Watch Commander at the time of the member signing out the marked police vehicle. Police vehicles booked out for EDD assignments shall use cost center # 605205.

Members performing vessel moves are authorized to utilize vehicles from their respective areas but must first notify and obtain permission in writing from their supervisor prior to their EDD assignment.

### ***11.2 Police Radios and Communications***

As of 2022, every EPS sworn member has been assigned a portable radio. If a member's current position is such that a portable radio is not issued, that member should obtain one from another co-worker or temporarily sign one out from the EDD office. Members working EDD assignments are expected to bring a portable radio to every job.

## 12.0 Filming & Media

Filming and television project staffing requests typically fall into one of three categories: Security and Road Closure, Active Member Participation or EPS portrayal and Documentary production.

- 1. Security and Road Closure** – These jobs are typically a road closure event where the filming may involve an element of risk or adverse public perception where car chases or firearms and pyrotechnics are to be employed and the presence of police is to ensure the safe filming and to prevent general public interaction or misunderstanding especially when firearms are used.
- 2. EPS Member or organization portrayal** – Requests of this category are where there is a request for an active portrayal of a uniformed EPS Member or other agency representation (marked car) in a scene. Although not currently outlined in EPS Policy, the position of Extra Duty Detail is that no requests for EPS portrayal will be staffed.
- 3. Documentary Production** – This is a category of request where a news or documentary production requests interviews and/or limited portrayals of historic events. These may be considered only after consultation and approval of Chief's Committee.

National best practices (Toronto Police Service and Vancouver Police Department were consulted) are that, due to the risk to organizational reputation, they will not allow their members or any recognizable representation of their organizations to be filmed as there is no control over content and context once the scene is filmed and the production company has departed and begin editing. Additional considerations were Police Act contraventions of personation of a peace officer which would require Ministerial Approval and the issue of royalties and compensation for same portrayals.

# Attachment A – Extra Duty Detail After Action Report



## EDMONTON POLICE SERVICE

### EXTRA DUTY DETAIL AFTER ACTION REPORT

|  |   |                             |  |
|--|---|-----------------------------|--|
| Officer's Name & Regimental Number:  |   | Event Contact Person:       |  |
| Reg. #: [ ]  |   | [ ]                         |  |
| Event Name:  |   | Event Date:                 |  |
| [ ]  |   | [ ]                         |  |
| Event Location:  |   | Event Start & Finish Times: |  |
| [ ]  |   | Start: [ ] Finish: [ ]      |  |
| Number in Attendance:  | Crowd Description (age, special interest, gender specific, etc.):         |                             |  |
| [ ]  | [ ]   |                             |  |
| Number of EDD Members Present (and Operational Members Present – if applicable):   | Was the police response sufficient (Were more or less members required?): |                             |  |
| [ ]  | [ ]   |                             |  |
| Summary of Event: What kind of activities took place? What was the atmosphere of the crowd?  |   |                             |  |
| [ ]  |   |                             |  |
| Post Event Policing Statistics:  |   |                             |  |
| Total Number of Incidents:   | [ ]   |                             |  |
| Total Number of File #'s Taken; Actual File #'s:   | [ ]   | [ ]                         |  |
| Total Number of Arrests; Criminal Charges:   | [ ]   | [ ]                         |  |
| Total Number of Warrants Executed:   | [ ]   |                             |  |
| Total Number of SCR's; Actual SCR #'s:   | [ ]   | [ ]                         |  |
| Total Number of Summons:   | [ ]   |                             |  |
| Total Number of Bylaw Tags:  | [ ]   |                             |  |
| Summary of Event Issues:<br>(Traffic/crowd control issues) (Venue or traffic route concerns) (Organizer/Security Staff issues)   |   |                             |  |
| [ ]  |   |                             |  |
| Event Recommendations:<br>(How can we make this event more efficient?) (What additional equipment may be required?) (Did our activities reflect true policing services?) |   |                             |  |
| [ ]  |   |                             |  |

Once report is complete, email to Extra Duty Detail at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca)

# Attachment B – Extra Duty Detail Application & Guide



## EDMONTON POLICE SERVICE

### EXTRA DUTY DETAIL APPLICATION FORM

*A PDF Application Guide is available to assist you in understanding the information you will be required to provide when completing this Application Form. It is recommended that you review the Extra Duty Detail Business Rules and the Application Guide prior to completing this application.*

#### Section 1:

##### Client / Organization Information:

|                             |                      |
|-----------------------------|----------------------|
| Client / Organization Name: | <input type="text"/> |
| Date of Birth (DDMMYY):     | <input type="text"/> |
| Address:                    | <input type="text"/> |
| Telephone Number:           | <input type="text"/> |
| Cellular Number:            | <input type="text"/> |
| Fax Number:                 | <input type="text"/> |
| E-Mail:                     | <input type="text"/> |

##### Name of Person Making Application (if different from Client / Organization Information):

|                         |                      |
|-------------------------|----------------------|
| Name:                   | <input type="text"/> |
| Date of Birth (DDMMYY): | <input type="text"/> |
| Business Address:       | <input type="text"/> |
| Telephone Number:       | <input type="text"/> |
| Cellular Number:        | <input type="text"/> |
| Fax Number:             | <input type="text"/> |
| E-Mail:                 | <input type="text"/> |

##### Name of Contact Person at Event:

|                         |                      |
|-------------------------|----------------------|
| Name:                   | <input type="text"/> |
| Date of Birth (DDMMYY): | <input type="text"/> |
| Business Address:       | <input type="text"/> |
| Telephone Number:       | <input type="text"/> |
| Cellular Number:        | <input type="text"/> |
| Fax Number:             | <input type="text"/> |
| E-Mail:                 | <input type="text"/> |

A PDF Application Guide is available to assist you in understanding the information you will be required to provide when completing this Application Form. It is recommended that you review the Extra Duty Detail Business Rules and the Application Guide prior to completing this application.

|  |  |
|--|--|
| <b>Section 2:</b>  |  |
| <b>Event Details:</b>  |  |
| Date of Application (DDMMYY):  |  |
| Event Name:  |  |
| Event Type (Major Event; Sport Event; Concert; Traffic Event; Other):                              |  |
|  |  |
| Description of Event (Provide a general overview of the event):                                    |  |
|  |  |
| Event Date From (DDMMYY):  |  |
| Event Date To (DDMMYY):  |  |
| Address of Event:  |  |
| Venue / Site Name:   |  |
| Type of Site:  |  |
| Emergency Response Plan:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Security Plan:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Event Start Time (24hrs):  |  |
| Event End Time (24hrs):  |  |
| Doors Open At (24hrs):   |  |
| Expected Attendance:   |  |
| Primary Age Range (0-12; 13-18; 19-25; 26-40; 41-45; 46 & up; Family Event):                       |  |
|  |  |
| Type of Ticket Sales (Advanced; Walk Up; Advanced and Walk Up Sales; Public Event; Private Event): |  |
|  |  |
| Reason for Requesting Police Officers:   |  |
|  |  |
| Liquor Sales:  | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Liquor Served:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Permit #:  |  |
| Alcohol Consumption Permitted Until (24hrs):   |  |
| Food Served or Sold:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Recurring Event with Client:   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Where/When/Past Issues:  |  |
|  |  |

|  |  |
|--|--|
| <b>Section 3:</b>                                    |  |
| <b>Public Safety and/or Private Security Details</b> |  |
| Private Security in Attendance:                      | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Name of Security Company:                            |  |

|  |                              |                             |
|--|------------------------------|-----------------------------|
| Is company licensed in Alberta:                          | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Number of Public Safety Volunteers or Security Officers: | <input type="text"/>         |                             |
| Description of how you are addressing public safety:     | <input type="text"/>         |                             |

|   |  |
|---|--|
| <b>Section 4:</b>   |  |
| <b>Client Billing Information</b>   |  |
| Client / Organization Name:   | <input type="text"/>                                     |
| Name of Contact:  | <input type="text"/>                                     |
| Date of Birth (DDMMYY):   | <input type="text"/>                                     |
| Address:  | <input type="text"/>                                     |
| Telephone Number:   | <input type="text"/>                                     |
| Cellular Number:  | <input type="text"/>                                     |
| Fax Number:   | <input type="text"/>                                     |
| E-Mail:   | <input type="text"/>                                     |
| Purchase Order Number:  | <input type="text"/>                                     |
| <p>The personal information on this form will be collected, used and disclosed for the purposes outlined in Sections 33 to 43 of the <i>Freedom of Information and Protection of Privacy (FOIPP) Act</i>, and for other legal requirements where they are consistent with the <i>FOIPP Act</i>. If you have any questions regarding the collection of information, contact Edmonton Police Service, 9620 - 103A Avenue, Edmonton, Alberta, T5H 0H7.</p> |  |
| I am aware that a criminal check may be conducted and I agree to those terms.   | Yes <input type="checkbox"/> No <input type="checkbox"/> |

|   |                      |
|---|----------------------|
| <b>Section 5:</b>   |                      |
| <b>Extra Duty Detail: (for Extra Duty Detail office use only)</b> |                      |
| Review Date (DDMMYY):   | <input type="text"/> |
| Reviewed By:  | <input type="text"/> |
| Comments:   | <input type="text"/> |

Once application is complete, email to Extra Duty Detail at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca).  
Please include all related attachments.



## Edmonton Police Service Extra Duty Detail Application Guide

This application form is not only the initiating document for policing services but the start of a relationship and dialogue in supporting a client owned, layered risk management model which works in collaboration with policing services for the City of Edmonton.

The client is expected to understand and strategically address their assets and risks through a comprehensive plan which includes policing services as a partner and not the sole proprietor of public safety.

The purpose of this document is to assist clients in gathering the information required to complete the Extra Duty Detail Application Form.

Disclosing accurate information is an important aspect of the risk assessment process that will aid in identifying the number of officers required for your event, and the purpose and manner in which the officers will be deployed.

All applications for Extra Duty policing assignments must be made using this form and process unless permission is granted by the Staff Sergeant in charge of the EPS Extra Duty Detail.

Staff from the Extra Duty Detail office will contact you within five business days from receipt of your application, to discuss the specifics of your event.

If you have any questions or concerns completing the application form, please contact our helpline at 780-421-2888.

---

### **Section 1**

This information must be filled out accurately. It is our suggestion that you retain this form in a pre-filled format so that on subsequent applications only the applicable changes are required.

Client / Organization Name - Please provide the name and contact information for the person making the request for Extra Duty officers.

Name of Contact Person at Event – Please provide the name, and contact information for the person that the Extra Duty officers will report to and liaise with during the event.

## **Section 2**

This section of the form requires that you provide specific information concerning your event. The questions you will be asked to complete are as follows:

Date of Application – Please provide the date that you complete the form.

Event Name – Please provide the actual name of the event. If this is an advertised event, please ensure the name provided is the same as advertised.

Event Type - A field is provided in which you may choose one of the following event types;

- Major Event,
- Sporting Event,
- Concert Event,
- Traffic Event,
- Other

If the type of event does not appear in the list, select “other”. Should you select “other”, please provide the type of event in the open text field in the next line of the form.

Description of Event – Please provide a general overview of the event.

Start Date – Please provide the date the event commences on.

End Date – If this event spans more than one day, please provide the date in which the event will conclude.

Address of Event – Please provide the municipal address of the event. Alternatively, please provide the main meeting, marshalling or gathering point for events where applicable. If there is more than one site location, please provide the addresses for all sites.

Venue or Site Name – Please provide the name of the venue or site that the event will be held at. For example, provide the common name associated with sites such as building names, special facilities or parks. Please describe the physical location of the site in detail, noting in particular whether this is a single site, multiple sites, an indoor or outdoor venue and, if outdoors, whether or not temporary shelters such as tents will be utilized?

Emergency Response and Security Plan – Please attach as an attachment any relevant public safety plans associated to the event.

Start Time – Please provide the time the event starts at.

End Time – Please provide the time the event ends at.

Doors Open At – Please provide the time that people attending the event can begin to access the site, prior to the actual start time of the event.

How Many People Are Expected To Attend – Please provide the number of people you anticipate will be in attendance at this event.

Primary Age Range of Attendees – Please provide the average age range of people you are anticipating will attend at the event.

Type of Ticket Sales – For example:

- Advance sales only
- Walk up – at the door only
- Advance and Walk – up
- Public Event
- Private Event

Reason for requesting Extra Duty police officers - Please refer to the EPS Extra Duty Detail Business Rules. Familiarize yourself with the new model concerning Extra Duty Detail as well as the client's role.

Will Alcohol Be Sold or Served at This Event - Self-explanatory.

If alcohol is sold or served at the event, please provide the time that sales/service will commence, the time sales/service will conclude, and the time consumption of alcohol will be permitted until.

Food Service – Please provide details as to any food services that will be provided to people attending your event (including water and other beverage).

Food Service – Please provide details as to any food services that will be provided to people attending your event (including water and other beverage).

Recurring Event - Please identify if you organization has hosted this event (or similar type of event) in the past.

If you have hosted this event in the past, please describe where and when the previous event was held, and any safety concerns or issues that arose during the past event that should be taken into consideration when planning for this event.

If this event has been hosted by another agency in or outside of Edmonton in the past two years, please provide the location of the event, and the promoter contact information for the past three events.

### **Section 3**

Public Safety and/or Private Security.

The next section of the form asks you to provide the following information concerning the way you are addressing public safety and/or employing private security services for this event.

Please refer to the EPS Extra Duty Detail Business Rules and familiarize yourself with the new model overview, the criteria for Extra Duty Detail as well as responsibilities of the client.

If you plan to have a private security presence at this event, please provide the following details.

Name of the Security Company – Please provide the name of the security company, indicating if the security officers are volunteers, employees of your organization, or contract security officers to be hired by your agency.

Number of Security Officers – Please provide the total number of security officer that you will have in attendance during this event.

Description of how you are addressing public safety - Please provide specific details concerning all of the ways you are addressing public safety. If private security is employed, what are their role and your expectations?

#### **Section 4**

##### Client Billing Information

The next section of the form asks you to provide contact information regarding the billing and administration for the event.

Client Billing Information – For billing purposes, please provide the client name, contact person, contact information and, if applicable, your purchase order number for this event.

Note to New Clients:

If you are a new client, please download a “Credit Application Form” available on the Edmonton Police Service Extra Duty Detail Website. This form must be completed as part of the application for services.

#### **Section 5**

This is for EPS Extra Duty Detail office use only.

# Attachment C – Extra Duty Detail Client Feedback Form



## EDMONTON POLICE SERVICE

### EXTRA DUTY DETAIL CLIENT FEEDBACK FORM

*One of the most important factors in managing risk and improving service is the analysis of past events. As the sponsor of a recent event employing Extra Duty police officers, your feedback plays an important role in assisting us in conducting a post-event analysis of the event and addressing any issues associated with our involvement. Ongoing analyses of the events we attend assist the Edmonton Police Service, while working in conjunction with our customers to improve service delivery, scope of work and public safety at similar future events. We would appreciate you taking a few minutes to complete this post-event survey.*

|  |                      |
|--|----------------------|
| <b>Section 1:</b>  |                      |
| Client / Organization Information:   |                      |
| Client / Organization Name:  | <input type="text"/> |
| Event Name:  | <input type="text"/> |
| Date of Event:   | <input type="text"/> |
| Contact Person:  | <input type="text"/> |
| Telephone Number:  | <input type="text"/> |
| Cellular Number:   | <input type="text"/> |
| E-Mail:  | <input type="text"/> |
| <b>EPS Members and Deployment:</b>   |                      |
| Were the number of police officers providing policing services adequate for the event?   |                      |
| <input type="text"/>   |                      |
| If you believe either more or fewer officers should be assigned to provide policing services, please provide details as to why you believe the changes would be appropriate.                       |                      |
| <input type="text"/>   |                      |
| Identify any changes you would recommend to the number or manner in which police contributed to the layered risk management model planned for this event. Why would you recommend these changes?   |                      |
| <input type="text"/>   |                      |
| <b>Section 2:</b>  |                      |
| Event Issues and/or Concerns   |                      |
| Please identify any incidents which occurred during this event that you believe involved a risk to public safety or a lack of policing services.   |                      |
| <input type="text"/>   |                      |
| If you identified any public safety issues or sub-standard police services, for each concern, please identify the circumstances and factors you believe instigated or contributed to the issue.    |                      |
| <input type="text"/>   |                      |
| Other than the number and manner in which police were deployed in this event, please identify any changes you would make for the planning of future events. Why would you recommend these changes? |                      |
| <input type="text"/>   |                      |
| <b>Section 3:</b>  |                      |
| EPS Member(s) – Level of Service   |                      |
| Please indicate your level of satisfaction concerning the Extra Duty policing services provided to your event. (Completely Satisfied; Very Satisfied; Satisfied; Somewhat Satisfied; Unsatisfied)  |                      |
| <input type="text"/>   |                      |

Please comment on the manner in which the officer(s) conducted themselves while working at your event. Where possible, please provide specifics as the incident, officer's name or any other information that would assist in allowing Extra Duty Detail to serve you better.

Once the feedback is complete, email to Extra Duty Detail at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca).  
Please include all related attachments.

# Attachment D – Extra Duty Detail Loss of Privilege Report

|  <b>EDMONTON POLICE SERVICE</b><br><b>EXTRA DUTY DETAIL</b><br><b>LOSS OF PRIVILEGE REPORT</b><br>Counseling / Warning / Suspension |  |  |   |
|--|--|--|---|
|  |  |  | Date: <input type="text"/><br>(YYYY/MM/DD)                    |
| Name of Member: <input type="text"/>   |  | Division Supervisor: <input type="text"/>                  |   |
| Division/Unit: <input type="text"/>  |  | Event Supervisor: <input type="text"/>                     |   |
| Event Assignment: <input type="text"/>   |  | Event Date: <input type="text"/>                           |   |
| Action Taken: <input type="checkbox"/> Counseling <input type="checkbox"/> Warning <input type="checkbox"/> Suspension: <input type="checkbox"/> 90 Days <input type="checkbox"/> 180 Days                           |  |  |   |
| 1. Nature of difficulty regarding member (check all that apply):   |  |  |   |
| <input type="checkbox"/> Absenteeism   |  |  |   |
| <input type="checkbox"/> Tardiness   |  |  |   |
| <input type="checkbox"/> Not properly equipped and/or presented  |  |  |   |
| <input type="checkbox"/> Failure to meet Performance Standards   |  |  |   |
| <input type="checkbox"/> Inability to work with Staff, Clients or Other Stakeholders   |  |  |   |
| <input type="checkbox"/> Unauthorized use of police vehicle  |  |  |   |
| <input checked="" type="checkbox"/> Improper scheduling of availability on the Edmonton Police Service Staffing Platform   |  |  |   |
| <input type="checkbox"/> Failure to submit Feedback or an After Action Request   |  |  |   |
| <input type="checkbox"/> Other (please specify): <input type="text"/>  |  |  |   |
| 2. Give examples of difficulty in areas checked above.<br><input type="text"/>   |  |  |   |
| 3. Provide corrective measures to be taken.<br><input type="text"/>  |  |  |   |
| 4. If suspension is considered, provide relevant details and justification.<br><input type="text"/>  |  |  |   |
| Action Taken By: <input type="text"/>  |  | Date: <input type="text"/><br>(YYYY/MM/DD)                 |   |
| If Suspended, Date of Return: <input type="text"/><br>(YYYY/MM/DD)   |  |  |   |
| Written Notice of Disposition Provided to: <input type="text"/>  |  |  |   |
| <input type="checkbox"/> Member  | <input type="checkbox"/> Extra Duty Detail Coordinator | <input type="checkbox"/> Sergeant i/c Extra Duty Detail    | <input type="checkbox"/> Staff Sergeant i/c Extra Duty Detail |
| <input type="checkbox"/> Field Response Branch Inspector   | <input type="checkbox"/> Member's Division Supervisor  | <input type="checkbox"/> Member's Division Management Team | <input type="checkbox"/> <input type="text"/>                 |

## Attachment E – 2022 Extra Duty Detail Fee Schedule

| <b>Extra Duty Detail Fee Schedule</b> |                                  |
|---------------------------------------|----------------------------------|
|                                       | <b>Charge to Client (Hourly)</b> |
| <b>Constable</b>                      | \$134.00                         |
| <b>Sergeant</b>                       | \$161.00                         |
| <b>Staff Sergeant</b>                 | \$177.00                         |
| <b>Inspector</b>                      | \$208.00                         |
| <b>Vehicle</b>                        | \$30/hour - Minimum 3 hours      |

\*\*Fee Schedule will be re-examined before September 1, 2022