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**AB14**

**AVAILABILITY FOR DUTY**

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Effective Date: 18 October 1997  
Revised Date: 14 March 2012  
Last Reviewed Date: 05 September 2017

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**POLICY**

1. Members shall be available for their assigned regular tours of duty.
2. Any extensions or alterations to a member's regular tour of duty shall be pursuant to the Collective Agreement.
3. Police staff shall be available for duty in accordance with their Collective Agreement or if designated as "essential services" in accordance with statutory authority.

**REASON FOR POLICY**

4. To outline members' and police staff responsibility of availability for duty.

**PROCEDURES**

**Shift Briefing**

5. Oncoming patrol members shall be present in the briefing room fifteen minutes prior to the commencement of their patrol shift to be briefed by the supervisor.
6. During the briefing, the supervisor will, as required:
  - a) check the state of the members' uniform and equipment;
  - b) advise of any new policy and procedure updates or changes;
  - c) provide information on recent complaints or investigations;
  - d) assign new files or follow-ups; and
  - e) conduct roll call training.



### **Meal Breaks**

7. Members working the 12 hour shift shall be entitled to two 15 minute refreshment breaks and two 45 minute meal breaks.
8. Members working the 10 hour shift shall be entitled to two 15 minute refreshment breaks and one 45 minute meal break.
9. Members working the 8 hour shift shall be entitled to two 15 minute refreshment breaks and one 45 minute meal break.
10. Members working in Patrol Branch will receive authorization from the Dispatch Center prior to commencing break periods and will be available for any operational requirements.
11. No more than two working members in Patrol Branch will attend the same establishment at the same time for their break periods.

### **Court Notification and Attendance**

12. Acceptance of the Law Enforcement Notification form as used by Crown Counsel or Traffic Dispute Notification shall be deemed a member's official notification requiring court attendance.
13. Claims for Court compensation, as per the Collective Agreement, will only be processed when accompanied by a notification as per Section 12 of this Policy.
14. Members shall attend court dressed in uniform with tie or civilian attire. Civilian attire consists of appropriate business attire with tie for males and appropriate business attire for females.
15. All members shall complete their Law Enforcement Notification form after the completion of their court appearance.
16. Members who receive a Law Enforcement Notification or Traffic Dispute Notification for a date when they are on scheduled Annual Vacation or Statutory Leave shall notify Court Liaison as soon as practicable. Court attendance while on Annual Vacation or Statutory Leave must be approved by the Inspector of Human Resources and Administration.



17. Members who receive a civil court subpoena will bring it to the immediate attention of Court Liaison. All interviews for civil trials shall be conducted at headquarters when feasible. Compensation for interviews shall be paid in accordance with the Collective Agreement.
18. Members compelled to attend any other court or judicial or quasi-judicial hearing while off duty will be compensated in accordance with the Collective Agreement.

### **Extra Pay Duty**

19. Extra pay duty is a police service beyond what is normally provided by the Delta Police Department (“Department”) and where the Department is reimbursed for providing those services.
20. External and internal requests for extra pay duty will be forwarded to the respective Branch Inspector or delegate requiring the duty for authorization.
21. The Branch Inspector or delegate is responsible for distributing extra pay duty in an equal and fair manner to the members.
22. Priority for extra pay duty involving school functions shall be given to School Liaison Officers.
23. Extra pay duty will be compensated pursuant to the Collective Agreement.

### **Stand By**

24. Members may be paid standby time pursuant to the Collective Agreement.

### **Overtime**

25. Overtime compensation is provided pursuant to the Collective Agreement.
26. Before authorizing overtime, supervisors will consider whether there are other more efficient and less costly means of completing the task.
27. Supervisors are accountable for their decision to approve or disapprove overtime.



28. The Duty NCO must approve all operational overtime claims. Each claim shall be reviewed at two hour intervals.
29. CIB personnel, when required to work overtime, shall consult with their supervisor in a manner consistent with Sections 25 and 26. In the absence of a CIB supervisor, the Duty NCO may approve overtime.

### **Call Outs**

30. Call outs shall be authorized in the same manner as overtime and compensated pursuant to the Collective Agreement.

### **Officers Unfit for Duty**

31. A supervisor who finds, or has reason to believe, that a member is incapable of exercising sound judgement as a result of a physical or psychological condition, should immediately relieve the member from duty.
32. The supervisor will immediately report the matter to the Deputy Chief Constable during normal hours or the On Call Duty Officer who will promptly notify the Chief Constable.