



# **Business Rules**

## **Edmonton Police Service Extra Duty Detail**

**Version 1.6**


**Prepared for:**  
Superintendent Bart Lawczynski  
Operational Support Division  
Edmonton Police Service

**Prepared by:**  
Sergeant Shane Brennan – Events Staffing & Planning  
Extra Duty Detail  
Edmonton Police Service  
2024 April 04

## Revision History

Version	Date	Author	Description
0.1	Jan. 13, 2014	G. Godziuk, with input from. J. Seutter, R. Koshowski	Initial Draft
0.2	Jan. 21, 2014	F. Braun	First edits
0.3	Feb. 06, 2014	G. Godziuk	Progress work
0.4	Feb. 14, 2014	G. Godziuk	Last edits
0.5	Feb. 18, 2014	F. Braun	Second edits
0.6	Feb. 20, 2014	G. Godziuk	Edits
0.7	Mar. 10, 2014	F. Braun	Third edits
0.8	Mar. 23, 2014	G. Godziuk	Edits
1.0	Mar. 25, 2014	G. Godziuk and F. Braun	Final edits and insertion of appendices
1.1	Nov. 5, 2014	G. Godziuk	Edits due to minor items and fee schedule
1.3	Jan. 1- Mar. 02, 2017	S. Miskolczi J. Seutter D. Collins	Edits and additions of minor items, contact numbers & the fee schedule
1.4	Sep. 01, 2019	B. Edwards	2020 Fee Schedule, Rule changes affecting job category, Inclusion of 'Filming' rules, 'End Time' definition inclusion. Early Intervention Protocol Canine Use Definition
1.5	Feb. 01, 2022	S. Brennan	2022 Fee Schedule. Edits and additions of current sections
1.6	Apr. 04, 2024	S. Brennan	2025 Fee Schedule. Edits and additions of current sections. Edits to s.3.0 & s.3.1 as per Legal Advisor B. Thompson review. Edit to s.7.2, addition of Policing Terms & Conditions for clients to sign as per Legal Advisor Gregory Pang.

## Executive Approval

Role	Name	Signature	Date
Superintendent	Bart Lawczynski Operational Support Division, Edmonton Police Service		November 4, 2024

# Table of Contents

Executive Approval .....	2
Table of Contents .....	3
1.0 Introduction .....	5
1.1 History .....	5
1.2 Purpose .....	6
1.3 Service Core Values, Vision, Mission, and Values .....	6
2.0 Definitions.....	7
3.0 Model Overview .....	7
3.1 Criteria for Extra Duty Detail Job Acceptance and Staffing .....	8
3.2 Responsibilities of the Client .....	13
3.3 Enhanced Integration with Divisional Crime and Violence Reduction Goals, and the Public Policing Model.....	14
4.0 Roles .....	14
4.1 Clients .....	14
4.2 Police Members Involved in Extra Duty Detail Assignments .....	15
4.3 Police Supervisors .....	15
4.4 Patrol Branch.....	15
4.5 Service Dogs Involved in Extra Duty Assignments.....	16
5.0 Responsibilities for Members Working Extra Duty Assignments.....	16
5.1 Expectations .....	16
5.2 Conduct.....	17
5.3 Pre-Assignment.....	17
5.4 During the Assignment.....	18
5.5 Post Assignment .....	19
6.0 Responsibility.....	20
6.1 Arrests.....	20
6.2 Enforcement .....	20
6.3 Reports.....	21
7.0 Extra Duty Detail Administration .....	21
7.1 Extra Duty Detail.....	21
7.2 Client Application Process .....	22
7.3 Client Feedback Form.....	23

<b>7.4 Extra Duty Staffing Guidelines.....</b>	<b>23</b>
<b>7.5 Member Eligibility for Extra Duty Assignments.....</b>	<b>23</b>
<b>7.6 Extra Duty Scheduling Restrictions .....</b>	<b>24</b>
<b>7.7 Cancellation or Replacement of Members .....</b>	<b>25</b>
<b>7.8 Edmonton Police Service Staffing Platform (EPSSP) .....</b>	<b>26</b>
<b>8.0 Loss of Privileges.....</b>	<b>26</b>
<b>8.1 Accountability.....</b>	<b>26</b>
<b>8.2 Process to Address Loss of Privileges .....</b>	<b>27</b>
<b>8.3 Appeals Process .....</b>	<b>28</b>
<b>8.4 Non-compliance with Reports and Forms .....</b>	<b>28</b>
<b>8.5 Complaints.....</b>	<b>28</b>
<b>9.0 Finance.....</b>	<b>28</b>
<b>9.1 Processing.....</b>	<b>29</b>
<b>9.2 Finance Section.....</b>	<b>29</b>
<b>10.0 Training .....</b>	<b>29</b>
<b>10.1 Job Shadowing.....</b>	<b>30</b>
<b>11.0 Equipment.....</b>	<b>30</b>
<b>11.1 Police Vehicles .....</b>	<b>30</b>
<b>11.2 Police Radios and Communications .....</b>	<b>31</b>
<b>12 Filming &amp; Media.....</b>	<b>31</b>
<b>Attachment A – Extra Duty Detail Application, Policing Terms Conditions &amp; Guide .....</b>	<b>32</b>
<b>Attachment B – Extra Duty Detail Client Feedback Form .....</b>	<b>45</b>
<b>Attachment C – Extra Duty Detail After Action Report .....</b>	<b>47</b>
<b>Attachment D – Extra Duty Detail Loss of Privilege Report .....</b>	<b>48</b>
<b>Attachment E – 2025 Extra Duty Detail Fee Schedule.....</b>	<b>49</b>

## **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 innovative approach and business rules for Extra Duty Detail (EDD) 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 2023, the EPS's Extra Duty Detail arranged 865 jobs for 67 clients and billed out over 3 million dollars. 530 EDD members of various ranks provided 27,512 hours of private contract policing in supplement to their operational policing duties in the city of 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, Vision, Mission, and Values

The Business Rules of Extra Duty Detail align with the values, goals, and vision of the Edmonton Police Service. The EPS core values are integrity, accountability, respect, innovation, courage, community.

Edmonton is a growing city with a diverse population. As a modern police service committed to increasing community safety, EPS balances traditional enforcement with social needs by establishing strong community partnerships, leveraging data-driven evidence, and cultivating an innovative workforce reflective of the city it serves.

**Vision:** A forward-thinking police service that strengthens public trust through addressing crime, harm, and disorder.

**Mission:** To be relentless on crime and a leading partner in building community safety.

**Values:**

**Integrity** – doing the right things, for the right reasons,

**Accountability** – responsibility for our decisions and actions,

**Respect** – treating others as we would like to be treated,

**Innovation** – pursuing excellence and creativity,

**Courage** – maintaining strength in the face of our greatest challenges,

**Community** – respecting and honoring the diverse communities we serve.

## 2.0 Definitions

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

Business Day – Business days are Monday thru Friday 0800 – 1600 hours. Business day in relation to cancellations 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, 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.
11. Recognizes that resources are finite and not all legitimate EDD work will be viable or possible for EPS.
12. Supports a feedback-based approach (from clients and members) to continuous program evaluation and improvement.
13. Always supports the paramount goal of protecting and maintaining officer safety.

## 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 limitations on EPS resources, reasonable community expectations and maintaining a positive organizational reputation. The assessment should focus on questions of criminality, public order, public safety, and security, relying on verifiable information and statistics to the greatest extent possible. Officer safety is always the paramount concern. Care should be taken to avoid any perception of preference for certain groups or clients, which could have adverse reputational impacts by appearing to arise in contravention of the principles set out at section 3.0.

It is the position of the Edmonton Police Service that when Extra Duty Detail, 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. 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.

A layered risk analysis is to be undertaken to determine the appropriate role for EPS and EDD, if any, in connection to such requests. Where possible, that risk analysis should specifically address (i) any resourcing-related impediments, (ii) any concerns that an EDD deployment would appear to reflect favoritism or other inappropriate criteria, (iii) any viable limitations that should be placed on EPS' provision of EDD services (geographical, temporal, or other), including articulation of timelines for review of the EDD agreement, (iv) the appropriate expectation of costs recovery, if any, and (v) the paramount consideration of any EPS officer safety concerns.

Responsibilities associated with the development of a risk analysis are as follows:



- Client-supplied (through Application form and supplemental follow-ups; see section 3.2):
  - Rationale for police support in respect of on-going, public crime and/or disorder issues;
  - Description of the issues, including types of activities requiring policing, expectation for police involvement, geographical demarcations, temporal limitations, impact on client, individuals known to be involved, and other specifications;
  - Information and statistics that support the above rationale and requests;
- Patrol Branch-supplied:
  - Analyses of the issues, the client rationale, the supporting information and statistics, officer safety concerns, and the need for EDD involvement (considering the acknowledgement that EDD deployments in these cases should be rare);
  - Consideration of any relevant factors as listed under section 7.4(3) below;
  - If EDD involvement is advisable, views on any appropriate measures or controls to limit the extent of the police involvement; and,
- EDD-supplied:
  - Preliminary views, if any, on the viability of the request, as articulated at the time of the matter's referral to the responsible Patrol Branch and in contemplation of the notion that EDD deployments on this basis are to be rare;
  - Final conclusions as to whether the EDD proposal, considering all relevant factors, is meritorious;

Appropriate sign-off from the Operational Support Division Superintendent, as well as appropriate notifications as set out below.

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 client's) 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 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). For example: Heritage Festival, Folk Festival and K-Days.

EDD will collaborate 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.

In alignment with the commitment to community safety and engagement, the EPS may provide Extra Duty Detail services to support school events within Edmonton. This includes but is not limited to graduations, sporting events, and other large gatherings where a police presence may enhance public safety and security.

School administrators or event coordinators may contact EDD to request EPS resources to assist in managing the potential risks associated with these events. The assessment process will follow the same rigorous criteria applied to other client requests, focusing on the potential for crime, disorder, and overall public safety.

EDD will work closely with the requesting schools and any internal and external stakeholders to ensure a thorough risk analysis is conducted. This will include evaluating the specific needs of the event, determining the appropriate level of police presence, and ensuring the safety of both attendees and officers.

School administrators will be responsible for adhering to and creating a Safety and Security Plan, similar to other EDD clients hosting large events. Private security

officers should be employed and utilized as the initial responders to any concerns. If a concern becomes kinetic in nature or is beyond the scope of security personnel, police members will then become the first response. School staff and administrators are excluded from acting as security.

School administrators acting as the applicant for EDD services will be responsible for drafting and submitting to the EDD office a copy of their insurance, Emergency Response Plan, and/or Emergency Response for Large Events documents.

In all cases, officer safety remains the paramount concern, and the deployment will be subject to approval based on the outcome of the overall risk analysis. Costs associated with these deployments will be borne by the requesting school or institution, following the standard billing procedures of the EDD program.

Again, a layered risk analysis is to be undertaken to determine the appropriate role for EPS and EDD, if any, in connection to such requests. To limit EPS's exposure to liability in connection with such events it is crucial that planning be robust and responsible. Consequently, consultation on these requests may need to be more extensive due to the potentially wider impact on EPS operations. The nature of the event, and any expectations associated with it, will naturally mold the type of response EPS should expect to have.

Again, where possible, the risk analysis should specifically address (i) any resourcing-related impediments, (ii) any concerns that an EDD deployment would appear to reflect favoritism or other inappropriate criteria, (iii) any viable limitations that should be placed on EPS' provision of EDD services (geographical, temporal, or other), including articulation of timelines for review of the EDD agreement, (iv) the appropriate expectation of costs recovery, if any, and (v) the paramount consideration of any EPS officer safety concerns.

Responsibilities for fleshing out considerations under the risk analysis will fall to all external and internal stakeholders. Responsibilities associated with the development of a risk analysis are as follows:

- Client-supplied (through Application form and supplemental follow-ups; see section 3.2):
  - Rationale for police support in respect of an upcoming event with risks of potential crime or disorder, risks to public safety and security, and risks of large crowds or congregations;
  - Description of the issues, including types of activities requiring policing, expectations for police involvement, geographical demarcations, temporal limitations, impact on client, individuals known to be involved, and other specifications;
  - Information and statistics that support the above rationale and requests;

- CEIT-supplied (through engagement with EDD, where required):
  - City of Edmonton views on the risks posed by the planned event, as well as appropriate mitigation strategies;
- Patrol Branch-supplied (through engagement with EDD, where required):
  - Analyses of the issues, the client rationale, the supporting information and statistics, officer safety concerns, and the need for EDD involvement (considering the acknowledgement that EDD deployments in these cases should be rare);
  - Consideration of any relevant factors as listed under section 7.4(3) below;
  - If EDD involvement is advisable, views on any appropriate measures or controls to limit the extent of the police involvement; and,
- EDD-supplied:
  - Preliminary views, if any, on the viability of the request, as articulated at the time of the matter's referral to the responsible Patrol Branch and in contemplation of the notion that EDD deployments on this basis are to be rare;
  - Final views as to whether the EDD proposal, considering all factors, is meritorious.

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 exceptional subcategory of job is definable as 'security' with an identifiable high or extreme risk of potential criminality or officer/public safety risk. 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 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**

A further exceptional category of event, as it has no criminality or risk thereof associated to it, arises from 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 can 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.

EDD events take place within an EPS Patrol Branch. Police members on EDD assignment are 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 can 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 period requested. They must also ensure that members complete notes, investigations, and reports according to EPS Policy.

It is imperative that while collaborating 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 conducting 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 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 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 D – 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 conducted by a member on EDD assignment, the member can complete their duties if, on balance, investigative tasks, witness management or officer safety issues do not 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 conducted, 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. The EDD hours of operation are 0800 to 1600 hours Monday thru Thursday excluding weekends and statutory holidays.

- 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 A) 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 A.

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.

Exceptions to the application process shall be reviewed and must be approved by the Staff Sergeant in charge of DEOPS.

In 2024, the Edmonton Police Service introduced a Policing Services Terms and Conditions Agreement, establishing the terms of engagement between the Police Service and its clients. This comprehensive contract encompasses the following key provisions:

- Interpretation
- Services
- Costs and Termination
- Insurance, Limitation of Liability and Indemnity
- Confidentiality
- General Provisions

Any client or entity seeking EPS EDD services will need to thoroughly review and sign this agreement prior to engagement.

## 7.3 Client Feedback Form

Client feedback is sought after and highly encouraged. Accurate, timely and constructive feedback is a key 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

1. All members must fulfill the following requirements before undertaking any Extra Duty Detail (EDD) assignments:
  - Constables: Completion of Block II training and sign-off by Human Resources.
  - Sergeants and Staff Sergeants: A minimum of six months must have elapsed since the promotion took effect.
2. Constables both current and potential EDD members are required to complete an online EDD Training Course provided through the EPS Learning Management System.

3. 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.
4. Staffing considerations and decisions are at the approval of the Staff Sergeant I/C DEOPS and/or the Inspector I/C Field Response Branch.
5. In some instances, job shadowing (with remuneration) may be required 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.
6. 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.
7. 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. Unless exigent circumstances arise and or approval from the DEOPS Staff Sergeant.
4. A member not of full-time status, shall consult with Human Resources Division for EDD assignment eligibility. The member shall then 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.

- Requests for cancellations shall be submitted to the EDD office (780)-421-2888 and emailed at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca) during regular business hours, Monday thru Friday 0800-1600 hours. Cancellation requests made during weekends or statutory holidays, outside of regular EDD business hours will not be accepted.
- Any changes to the EDD deployment including the number of members, start and or end times must be received by the EDD office during weekday business hours and, outside of the 24 hours prior to the commencement of EDD services.

## **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 72 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 24 hours or sooner, 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 findings 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 E – 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. A minor breach of the EDD rules of business will result in the issuance of the Loss of Privilege Report. This report will stay active for a period of two years from the day it was issued to the member.
- c. A subsequent breach of the EDD rules of business by the same member, within a two-year time will result in a Loss of Privilege Report issued to the member. 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. The warning will stay active for a period of five years from the day it was issued to the member.
- d. Any additional violations of the EDD Rules of Business by the same member within the five-year timeline, will result in a suspension from EDD assignments for a period of 180 days and may meet with the Staff Sergeant i/c DEOPS.

- e. 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.
- f. 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 the Loss of Privilege report to the subject member, the subject member's supervisor, Branch Management Team, along with the Inspector of Field Response Branch. The member's name and dates of the counseling, written warning or loss of privilege shall be recorded and tracked by the Extra Duty Detail Sergeant.

### **8.3 Appeals Process**

A member may appeal their 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 Extra Duty Detail Sergeant or their designate, 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 (24 hours prior to the scheduled start time), the member may be cancelled with no remuneration. Cancellation within one business day (Less than 24 hours prior to the scheduled start time), the member is entitled to three hours of Extra Duty pay.

Please see Attachment F – 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.

EDD clients are invoiced by Finance and are required to pay within thirty (30) business days upon receiving the invoice.

Payments can be made via cheque, telephone payments, or web payments as outlined on the invoice.

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:

- Invoicing the client 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.

## **10.0 Training**

### **Constables**

- Constables working any EDD assignments must be eligible and current with their annual EPS mandatory training requirements such as Firearms, Annual Fitness Test, First Aid and CPR.
- Members working assignments must complete the required EDD Constable training modules prior to applying and or before being assigned to any EDD assignments. Members will be required to attain a passing score of 80% or higher.

## **Supervisors**

- Sergeants and Staff Sergeants working any EDD assignments must be eligible and current with their annual EPS mandatory training requirements such as Firearms, Annual Fitness Test, First Aid and CPR.
- 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 one-hour session at the IOF Training Classroom. This course is offered on annual basis commencing in the fall.
- It is preferred that a supervisor for an EDD assignment ought to have experience, skills, and training as a front-line supervisor within the EPS.

## **10.1 Job Shadowing**

In some instances, job shadowing (with remuneration) may be required to qualify for some assignments (i.e., vessel moves, specialized duties, Major Event Commander (MEC) 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 office. 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 marked 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, the 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 marked 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

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 EDD assignment.

## 12 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 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 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 some portrayals.

# Attachment A – Extra Duty Detail Application, Policing Terms and Conditions & 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.*

<b>Section 1:</b>	
<b>Client / Organization Information:</b>	
Client / Organization Name:	
Date of Birth (DD/MM/YYYY):	
Address:	
Telephone Number:	
Cellular Number:	
Fax Number:	
E-Mail:	
<b>Name of Person Making Application (if different from Client /Organization Information):</b>	
Name:	
Date of Birth (DD/MM/YYYY):	
Business Address:	
Telephone Number:	
Cellular Number:	
Fax Number:	
E-Mail:	
<b>Name of Contact Person at Event:</b>	
Name:	
Date of Birth (DD/MM/YYYY):	
Business Address:	
Telephone Number:	
Cellular Number:	
Fax Number:	
E-Mail:	



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:	
Description of how you are addressing public safety:	

<b>Section 4:</b>	
<b>Client Billing Information</b>	
Client / Organization Name:	
Name of Contact:	
Date of Birth (DDMMYY):	
Address:	
Telephone Number:	
Cellular Number:	
Fax Number:	
E-Mail:	
Purchase Order Number:	
<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>, or the equivalent provisions of any successor(s) to the <i>FOIPP Act</i>. Questions? Please 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):	
Reviewed By:	
Comments:	

Once application is complete, email to Extra Duty Detail at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca). Please include all related attachments. When the attached Policing Services Terms and Conditions is signed, then it along with this Form, and the Policing Cost Estimate (or quote) we provide to you will together become a binding contract between us.

---

## POLICING SERVICES TERMS AND CONDITIONS

---

The Client and the EPS hereby agree as follows:

### 1. Interpretation

1.1. For this Agreement, the following terms have the following meanings:

- (a) "Agreement" means these Policing Services Terms and Conditions together with the attached Extra Duty Detail Application Form and Policing Cost Estimate.
- (b) "Business Hours" means the hours during which the offices of the EPS's Extra Duty Detail Unit operate, currently Monday to Friday from 8:00am to 4:00pm, excluding statutory holidays (i.e., each "holiday" as defined in the *Interpretation Act*, RSA 2000, c I-8).
- (c) "Client" means the 'Client / Organization' named in the Extra Duty Detail Application Form that has requested that EPS provide policing services for the Event.
- (d) "Confidential Information" means any information or materials disclosed or made available from one party to another party pursuant to this Agreement and at the time of disclosure is identified as, or should have been reasonably understood by the receiving party to be, proprietary or confidential. Each party shall use Confidential Information disclosed to it by the other party only for the purposes of its disclosure and for performing obligations under this Agreement.
- (e) "EPS" means the Chief of Police of the Edmonton Police Service appointed pursuant to s. 36 of the *Police Act*, RSA 2000, c P-17. The Edmonton Police Service, a municipal police service operated by the City of Edmonton, is regulated under the *Police Act*.
- (f) "EPS Member" means a police officer employed by the EPS working the Event.
- (g) "Event" means the event or circumstances as described in 'Event Details' section of the Extra Duty Detail Application Form, which includes the location and other particulars, for or at which the EPS will provide the Services.
- (h) "Extended Service Engagement" means an Event for which the Services will be provided on either a continuous term or for multiple, specific periods over a defined term as stated in the 'Event Details' section of the Extra Duty Detail Application Form, which exceeds the duration typically associated with a one-off Event.
- (i) "Incidence of Force Majeure" means an event and/or circumstance that: (i) is beyond the reasonable control of EPS; (ii) could not have been mitigated, avoided, or prevented through the exercise of reasonable care and precautions; and (iii) materially and adversely affects the performance of the Services.
- (j) "Services" means the policing services to be provided by the EPS as described in more detail in the Policing Cost Estimate.

1.2. If a conflict arises between any of the documents in this Agreement, the documents will be given precedence in the following order, with documents listed before taking precedence over those listed afterward: Policing Cost Estimate, Policing Services Terms and Conditions, Extra Duty Detail Application Form.

## 2. Services

- 2.1. The Client shall be responsible for creating and executing its security plan to ensure the safety of people and property at the Event. The EPS is not providing advice to the Client on how to plan, staff and implement the Event security plan. The Client represents that it has provided accurate details of its Event security plan under the 'Public Safety and/or Private Security Details' section of the Extra Duty Detail Application.
- 2.2. The EPS has accepted the Client's Extra Duty Detail Application to provide the Services for the Event as set out and/or as may be varied in Policing Cost Estimate. The EPS makes no representation nor gives any warranty as to the compatibility of the Services with any requirements imposed on the Client for such services by contract with a third party or otherwise. The Client shall be solely responsible for ensuring the sufficiency and suitability of the Services to the particular circumstance for which the Services are required by the Client.
- 2.3. Addition, Suspension, or Reduction of Services. The EPS may, one or more times at its sole discretion, take any of the following action:
  - (a) Provide additional policing services in excess of those agreed-to in Policing Cost Estimate, where those additional services are required in order to maintain the safety of the patrons, public or EPS Members at the Event, the costs of which shall be borne by the Client in accordance with the hourly rates stated in Policing Cost Estimate.
  - (b) Suspend or cease to provide the Services if doing so is required to maintain the safety of the patrons, public or EPS Members at the Event. The EPS shall, as soon as is reasonably practicable, notify the Client in such circumstances with details as to the suspension or cessation of Services.
  - (c) Reduce the Services for reasons other than in paragraph (b) above or an Incident of Force Majeure. Subject to section 3, the EPS shall not charge the Client for the portion of the Services reduced and shall, as soon as is reasonably practicable, notify the Client in such circumstances.
- 2.4. In providing the Services, the EPS is subject to the requirements of the *Police Act* and the EPS will perform the Services in accordance with its policies and procedures. The EPS will in no way take instructions from the Client in providing the Services.
- 2.5. The EPS Members providing the Services will be considered or deemed as:
  - (a) "authorized representatives" of the Client for the purposes of enforcing the *Trespass to Premises Act*, RSA 2000, c T-7;
  - (b) "inspectors" for the purposes of enforcing the *Gaming and Liquor Act*, RSA 2000, c G-1; and
  - (c) "Bylaw Enforcement Officers" for the purposes of enforcing the City of Edmonton Bylaw 20002 – Business Licence Bylaw.
- 2.6. While providing the Services, the EPS may investigate violations of municipal, provincial and federal laws and take any necessary resulting actions including, but not limited to, actions against the Client.
- 2.7. The EPS may provide reports to the Client only as would be required in the normal course of investigation in accordance with EPS procedures and subject to the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, or any successor(s) to that legislation.



- 2.8. EPS's provision of the Services is subject to Incidents of Force Majeure that require the re-allocation of the resources assigned to the Services, in the EPS's sole discretion. Once becoming aware of an Incidence of Force Majeure possibly or already affecting the Services, the EPS shall notify the Client as soon as is practicable:
  - (a) about the nature of the Incidence of Force Majeure, and
  - (b) how the provision of the Services will be affected by the Incidence of Force Majeure.
- 2.9. The Client shall report any patron or public misconduct relating to the Event to the EPS Members providing the Services.
- 2.10. The Client shall report any misconduct of EPS Members in writing to the Chief of Police.

### 3. Costs and Termination

- 3.1. The Client shall pay for the Services at the agreed-to number of personnel hours and equipment and at the rates described in Policing Cost Estimate. Regardless of early Event conclusion or early dismissal of EPS Members by the Client, a minimum charge of 3 hours per Members applies, subject to paragraph 3.11. If the Event extends beyond the date(s) or time(s) stated under the 'Event Details' section of the Extra Duty Detail Application, then the Client shall pay for additional hours worked by EPS Members in accordance with the rates stated in Policing Cost Estimate. The hours of service will be payable based on each 15 minutes of Services or portion thereof provided by the EPS.
- 3.2. The EPS shall accommodate the Client's reasonable change requests to the agreed upon personnel hours and equipment in the Policing Cost Estimate up to 24 Business Hours prior to the start of the Event, due to changes in Event length or other circumstances. For Extended Service Engagements, the foregoing will apply up to 24 Business Hours prior to each shift of Services.
- 3.3. If an EPS Member is injured in the performance of their duties while providing the Services and, accordingly, needs to leave their shift early to recover or seek medical treatment, the Client shall pay for that injured EPS Member's full shift assigned to the Services for that day.
- 3.4. The Client agrees that the EPS may conduct a financial credit check of the Client to satisfy the EPS that the Client will be able to pay for the costs pursuant to this Agreement.
- 3.5. The EPS may require that the Client provide one or more deposits or make payments in advance to the EPS as a condition of providing the Services in order to guarantee the payment of the amounts due under this Agreement. The deposits or advance payments shall be credited to the Client in the final invoice issued by EPS for a one-off Event, or for an Extended Service Engagement, in one or more invoices.
- 3.6. The Client shall pay to the EPS, within 30 days of receipt by the Client of each invoice from the EPS, for the Services, other charges under this section 3, and any additional services provided by EPS in accordance with paragraph 2.3. The Client shall pay interest on late payments at a rate of 1.5% per month compounded monthly. Invoices will be deemed as conclusively accepted 10 days after its receipt by the Client, unless the Client notifies the EPS within those 10 days that it disputes that invoice, with such notice including particulars of the invoice items in dispute.
- 3.7. All payments under this Agreement will be payable to the City of Edmonton by cheque or electronic funds transfer (EFT).

- 3.8. For all Client requests for cancellation of Services or termination of this Agreement, the Client shall notify the EPS's Extra Duty Detail Office (780) 421-2888 and emailed at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca) during regular Business Hours. The EPS will be under no obligation to accept cancellations or termination requests received during weekends or statutory holidays.
  - 3.9. Any changes to the Services requested by the Client including the number of EPS Members, start and or end times must be sent to the EPS's Extra Duty Detail Office (780) 421-2888 and emailed at [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca) during regular Business Hours and, outside of the 24 hours prior to the commencement of the Services.
  - 3.10. This Agreement may be terminated at any time without cause by either party by providing written notice to the other party at least 24 Business Hours prior to the termination date specified on that notice. The Client shall pay for all Services rendered up to the termination date.
  - 3.11. If the Client cancels any Services or terminates this Agreement with less than 24 Business Hours notice prior to the Event, or less than 24 Business Hours notice before the next shift for Services in an Extended Service Engagement, the Client shall pay for a minimum of 3 hours of Service for each EPS Member identified in Policing Cost Estimate for the Event, or for an Extended Service Engagement, for the next shift of Services.
  - 3.12. This Agreement may be immediately terminated by the EPS if the Client:
    - (a) is in default of its obligations under this Agreement; or,
    - (b) is adjudged bankrupt or makes a general assignment for the benefit of creditors, or if a receiver is appointed on account of the Client's insolvency or for any other reason.
- 4. Insurance, Limitation of Liability and Indemnity**
- 4.1. The Client shall maintain in full force and effect General Liability Insurance covering the Event in an amount not less than \$2 million CAD (or CAD amount equivalent) in third party liability coverage per occurrence for personal injury and/or property damage. The Client shall provide to the EPS proof of such insurance policy prior to the start of the Services.
  - 4.2. The EPS's and the City of Edmonton's total and aggregate liability for any loss, damage, cost or expense suffered or incurred by Client arising out of or in connection with this Agreement is limited to the dollar amount paid by Client for the Services during the 12 months immediately prior to the event giving rise to that loss, damage, cost or expense. Neither the EPS nor the City of Edmonton will be in any way liable to the Client for indirect, special, incidental, punitive, or consequential damages. The EPS and the City of Edmonton will have no liability for the following: (i) losses of revenue, income, profit or savings; (ii) loss of business opportunity; (iii) business interruption or downtime; (iv) loss of goodwill or reputation; or (v) losses due to the acts of EPS Members that were done within the scope of their policing duties.
  - 4.3. The Client shall indemnify and save harmless the EPS, the City of Edmonton, and their respective members, agents and employees (collectively, the "Indemnified Parties") from and against any and all claims, liability, and costs (plus reasonable legal fees and disbursements) suffered by any or all of them because of, or by reason of, any acts of EPS Members within the scope of their policing duties, any breach of this Agreement by the Client, and any act, error, omission or negligent act of the Client during the provision by the EPS of the Services.



**5. Confidentiality**

- 5.1. Each party undertakes not to (and to ensure that its employees and contractors shall not) disclose to any third party or publish any of the other party's Confidential Information and shall not use the other party's Confidential Information except as: (i) contemplated by this Agreement, (ii) to its legal advisors, (iii) expressly consented to in writing by the other party, or (iv) required by law.

**6. General**

- 6.1. If any dispute arises regarding or pertaining to this Agreement: upon written request delivered to the other party, senior managers from each party shall meet for the purpose of resolving the dispute. Unless otherwise agreed to, that meeting shall occur within 15 days of the receipt of the written request and the parties shall endeavour to resolve the dispute within 60 days of that meeting.
- 6.2. The Client shall not use any logo, emblem, flag, crest, official mark, or other trademark of the EPS in any manner without the express prior written consent of the EPS.
- 6.3. Upon the termination or expiry of this Agreement, neither party will have any liability to the other party other than for any obligations or liabilities which would have accrued prior to the date of termination or expiry or pursuant to any provisions which are, expressly or by implication, intended to survive or to take effect on or after the termination or expiry of this Agreement, particularly the following provisions: 3.6, 3.7, 4.2, 4.3, 5, 6.1, 6.2, 6.3, 6.5, 6.7
- 6.4. This Agreement has been negotiated between sophisticated parties and, thus, will be interpreted on its terms without regard to which party drafted it.
- 6.5. No attempted assignment of this Agreement by the Client will be of any effect except (a) further to a merger, consolidation, other type of reorganization, or sale of all or substantially all of its equity or assets, all with prompt notice and reasonable evidence of same provided to the EPS, or (b) with the EPS's express written consent.
- 6.6. This Agreement is the entire agreement between the parties and there are no other representations, conditions, covenants or warranties other than those expressed in this Agreement. Any amendments to this Agreement will have no effect unless made in writing and signed by both parties.
- 6.7. Alberta law and the applicable federal laws of Canada govern this Agreement in all respects. The parties irrevocably attorn to the jurisdiction of the Courts of competent jurisdiction in Edmonton, Alberta.
- 6.8. Any formal notices required to be provided by a party to another party shall be in writing and delivered in person, by registered signed-for mail, signed-for prepaid courier, or email. The Client's address and email (if provided) for notices is stated in the Extra Duty Detail Application Form. The EPS's address for notices is below. Notices will be deemed conclusively delivered as follows: (i) if delivered in person, as of the date that an employee or agent of the recipient is handed the notice; (ii) if by signed-for registered mail or prepaid courier, as of the date stated in the signed confirmation; (iii) if by email, on the date that the email is sent to the recipient, unless the sender receives an automated reply stating that delivery of its email was delayed or was undeliverable. The EPS's operations contact, which is not to be used for notices, is also listed below.

Notices to the EPS:  
Edmonton Police Service  
9620 103a Ave NW  
Edmonton, Alberta T5H 0H7  
Attn: Deputy Chief of Police i/c  
Investigations & Support Services  
Bureau

Operations contact for EPS (not for  
notices):  
Edmonton Police Service  
9620 103a Ave NW  
Edmonton, Alberta T5H 0H7  
Attn: S/Sgt. i/c Disaster & Emergency  
(DEOPS)  
Currently: S/Sgt. David Goodkey  
Ph: 780-421-2782  
Email: [extradutydetail@edmontonpolice.ca](mailto:extradutydetail@edmontonpolice.ca)

- 6.9. This Agreement may be signed: (a) in one or more counterparts with each counterpart scanned and delivered in PDF format, and/or (b) electronically using digital PDF signatures, DocuSign or another mutually agreed-to electronic signature method or service.
- 6.10. This Agreement has been prepared by the EPS. The Client states that, before signing this Agreement, it has had an opportunity to seek independent legal advice or counsel or has waived its right to do so.

The parties have signed this Agreement on the dates below their respective signatures:

Edmonton Police Service  
Field Response Branch - DEOPS

CLIENT

Sign: \_\_\_\_\_

EDD Supervisor or Designate

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





# 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 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).

Recurring Event - Please identify if your 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 B – 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.*

#### Section 1:

##### Client / Organization Information:

Client / Organization Name:

Event Name:

Date of Event:

Contact Person:

Telephone Number:

Cellular Number:

E-Mail:

##### EPS Members and Deployment:

Were the number of police officers providing policing services adequate for the event?

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.

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?

#### Section 2:

##### 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.

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.

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?

#### Section 3:

##### 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)

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 C – 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 ( <i>age, special interest, gender specific, etc.</i> ):		
[ ]	[ ]		
Number of EDD Members Present (and Operational Members Present – if applicable):	Was the police response sufficient ( <i>Were more or less members required?</i> ):		
[ ]	[ ]		
Summary of Event: <i>What kind of activities took place? What was the atmosphere of the crowd?</i>			
[ ]			
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: <i>(Traffic/crowd control issues) (Venue or traffic route concerns) ( Organizer/Security Staff issues)</i>			
[ ]			
Event Recommendations: <i>(How can we make this event more efficient?) (What additional equipment may be required?) (Did our activities reflect true policing services?)</i>			
[ ]			

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

# Attachment D – Extra Duty Detail Loss of Privilege Report

		<b>EDMONTON POLICE SERVICE</b> <b>EXTRA DUTY DETAIL</b> <b>LOSS OF PRIVILEGE REPORT</b> Counseling / Warning / Suspension	
			Date: <input type="text"/> (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 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. <input type="text"/>			
3. Provide corrective measures to be taken. <input type="text"/>			
4. If suspension is considered, provide relevant details and justification. <input type="text"/>			
Action Taken By: <input type="text"/>		Date: <input type="text"/> (YYYY/MM/DD)	
If Suspended, Date of Return: <input type="text"/> (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 – 2025 Extra Duty Detail Fee Schedule

<b>Extra Duty Detail Fee Schedule</b>	
	<b>Charge to Client (Hourly)</b>
<b>Constable</b>	\$150.00
<b>Sergeant</b>	\$180.00
<b>Staff Sergeant</b>	\$198.00
<b>Inspector</b>	\$232.00
<b>Vehicle</b>	\$30/hour
<b>***Minimum 3-hour charge for all EDD Services and Vehicles.</b>	

\*\*Fee Schedule will be re-examined before September 1, 2025