



**EM15**

**AVAILABILITY FOR DUTY**

**EM15**

Effective Date: 18 October 1997  
Last Reviewed/Revised Date: 20 October 2025\*

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**POLICY**

1. Delta Police Department employees are expected to be available for duty as required by the terms of their employment or as otherwise directed, and in accordance with Procedures, pursuant to this Policy, as provided by the Chief Constable.

**REASON FOR POLICY**

2. To seek to ensure effective and efficient operations.

**RELATED POLICIES**

- DP31 – Operational Communications
- DP40 – Uniforms, Insignia & Identification
- DP51 – Weapons Issuance & Management
- EC20 – Personal Appearance
- EC21 – Fitness for Duty (Drug/Alcohol Use)
- EM14 – Oath of Office & Employment Terms
- IR40 – Emergency Command



## PROCEDURES

### Physical & Psychological Readiness

3. Employees are expected to arrive to their shift fit for duty and remain so throughout their shift, i.e., able to perform duties competently without limitations to cognitive or physical functioning, judgement, or abilities, and must inform their supervisor if they are unfit for duty due to physical or psychological concerns (refer to Policy EC21 – *Fitness for Duty (Drug/Alcohol Use)*).

### Shift Briefing

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

### Breaks

6. Employees are entitled to breaks in accordance with their employment terms, except in exigent circumstances.
7. Patrol members shall notify and receive approval from the Dispatch Center and their supervisor prior to commencing break periods and must remain available to attend a call for service while on break.
8. Uniformed members shall use discretion when attending the same establishment at the same time during their break periods.

### Fitness Activity

9. Police staff may engage in physical fitness activity on their scheduled break times, but are not permitted to stack breaks.



10. Members may engage in physical fitness activity while on-duty, and if doing so, must:
  - a) prior to doing so, report for duty, and obtain the approval of their supervisor, which shall be subject to the following considerations:
    - i) operational needs,
    - ii) scheduling fitness activity during non-peak call-load hours, and
    - iii) whether a section or squad is at its designated minimum staffing level or below the required staffing needs;
  - b) be ready to be deployable, and remain in the City of Delta and within a reasonable distance to respond if required;
  - c) carry their issued radio and notify dispatch of their location, and if not issued a radio, carry their issued cell phone;
  - d) return to active duty within 60 minutes; and
  - e) store their firearms securely and safely (refer to Policy DP51 – *Weapons Issuance & Management*).
11. Team-based recreational activities or events are not regulated by the above, and employees who wish to participate in team-based activities or events, either unstructured or formally organized, while on-duty, must receive written approval from the Chief Constable.

### **Performing Duties Outside Regularly Scheduled Shifts**

#### ***Overtime***

12. Employee compensation for overtime provisions and court attendance shall be provided in accordance with their employment terms (refer to Policy EM14 – *Oath of Office & Employment Terms*).
13. Supervisors are responsible for authorizing overtime provisions and shall consider whether there are more efficient means of completing the tasks prior to approving overtime or issuing callouts.
14. Callouts during a Declared State of Emergency shall be managed in accordance with Policy IC40 – *Emergency Command*.



### ***Court Attendance***

15. Members are required to attend court upon receipt of a Traffic Dispute Notification or Law Enforcement Notification (LENS) form from Crown counsel, with receipt acting as an official notification (i.e., no signature required by the member) and complete the LENS after their court appearance.
16. If a member receives a Traffic Dispute Notification or LENS for a date when they are on scheduled annual vacation or statutory leave, they shall notify the supervisor i/c Court Liaison as soon as practicable, and court attendance is to be approved by the Inspector i/c Human Resources.
17. Members receiving a civil court subpoena shall immediately notify the supervisor i/c Court Liaison, attend the trial as scheduled, and consult with Department legal counsel regarding any requests for pretrial interviews and records disclosure.
18. Members shall attend court in operational uniform or appropriate civilian business attire (refer to Policies DP40 – *Uniforms, Insignia & Identification* and EC20 – *Personal Appearance*).

\*Revised Dates:  
01 May 2008  
16 March 2012  
20 June 2022