

Report to / Rapport au:

**OTTAWA POLICE SERVICE BOARD
LA COMMISSION DE SERVICE DE POLICE D'OTTAWA**

27 January 2025 / 27 janvier 2025

Submitted by / Soumis par:

Chief of Police, Ottawa Police Service / Chef de police, Service de police d'Ottawa

Contact Person / Personne ressource:

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**SUBJECT: APPLICATION FOR SECONDARY ACTIVITIES – ANNUAL REPORT
2024**

OBJET: DEMANDE D'ACTIVITÉS SECONDAIRES - RAPPORT ANNUEL 2024

REPORT RECOMMENDATIONS

That the Ottawa Police Service Board receive this report for information.

RECOMMANDATIONS DU RAPPORT

**Que la Commission de service de police d'Ottawa prenne connaissance du
présent rapport à titre d'information.**

BACKGROUND

Board Policy BC-2 – *Monitoring Requirements*, stipulates that the Chief of Police shall provide the Board with an annual report on the secondary activities of all sworn officers. In addition, the Chief of Police shall advise the Board of any secondary activities they are personally contemplating so the Board can determine if it is acceptable.

The Ottawa Police Service provides guidelines regarding off duty secondary activities for all members including temporary, contract, and term employees.

This is to ensure that outside activities do not interfere with the member's duties or detract from public trust and community confidence in the Ottawa Police Service.

Section 89(1) of the *Community Safety and Policing Act (CSPA)* states:

89 (1) A member of a police service maintained by a police service board shall not engage in any activity,

(a) that interferes with or influences adversely the performance of his or her duties as a member of a police service, or is likely to do so;

(b) that places him or her in a position of conflict of interest, or is likely to do so;

(c) that would otherwise constitute full-time employment for another person;
or

(d) in which he or she has an advantage derived from being a member of a police service.

The Chief of Police exercises his discretion, on a case-by-case basis, to determine whether an application is likely to violate Section 89(1) of the *Community Safety and Policing Act*. During 2024 there were 14 applications for secondary activity. Of these submissions, all have been approved.

The following chart details the type of activities, the number of applications received from uniform and civilian members and the status of the applications as of 31 December 2024.

We received a total of 10 uniform applications and 4 civilian applications across three types of activities. For Customer Service, we received 5 uniform applications and 3 civilian applications. For Military, there was 1 uniform application, and no civilian applications were received. In the Teaching category, we received 4 uniform applications and 1 civilian application.

2024 ANNUAL REPORT ON NEW APPLICATIONS FOR SECONDARY ACTIVITY		
TYPE OF ACTIVITY	NUMBER OF UNIFORM APPLICATIONS	NUMBER OF CIVILIAN APPLICATIONS
Customer Service	5	3
Military	1	
Teaching	4	1
TOTAL	10	4

CONSULTATION

Not applicable.

FINANCIAL STATEMENT

Not applicable.

CONCLUSION

The Community Safety and Policing Act requires regular reporting to the Board on secondary activities of members of the Police Service, and the Board's own policies stipulate that this reporting will take place on an annual basis. This report fulfills the Chief's reporting requirements on secondary activities for the period 01 January to 31 December 2024.