



Somerville Police Department 		TYPE: GENERAL ORDER		POLICY NUMBER: 406			
		Subject: Details					
		Issuing Authority: David Fallon Chief of Police		Signature:  Number of Pages: Page 1 of 12		Effective Date: November 20, 2018	
Accreditation Standards (5th Edition) 22.3.5				<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Amended			
Revision & Reissued Dates:	Replaces G.O. 2011-6 6/15/2011	01/07/15	4/01/15	11/20/18			

Purpose

The Chief of Police has authorized active members of the Somerville Police Superior Officers Association (SPSOA) and the Somerville Police Employee's Association (SPEA) to engage in extra duty employment in the form of paid details [22.3.5(a)].

The Chief of Police has authorized the Somerville Police Superior Officers Association (SPSOA) and the Somerville Police Employee's Association (SPEA) to form the Detail Committee. This standing committee, which is compromised of members of both the SPSOA and the SPEA, is tasked with developing a policy that governs police details. This policy supersedes General Order 2011-6, dated 6/15/11, as well as any and all other detail policies, procedures, memos or special orders previously issued by the department.

Policy

The Administrative Captain or his/her designee will be responsible for the coordination and administration of all extra duty employment, to include overseeing department policies and processes governing detail assignments. [22.3.5(d)]

Police Officers are first and foremost employees of the Somerville Police Department. That a private business is providing compensation to the city for the services of the Officer shall have no relevance in the performance of an Officer's official duties. Officers have the primary responsibility of enforcing the law and protecting the safety of all. This policy provides a set of comprehensive guidelines for the assignment of authorized Somerville Police Officers to paid detail assignments. In addition, this policy also governs all Officers conduct, appearance, and sanctions/penalties for the violations of this policy while on an assigned detail.

Definitions

Details	Page 2 of 12	406
---------	--------------	-----

Officer: Shall refer to Officers of all ranks unless the detail assignment calls for a specific rank.

Detail Sign-Up Sheet: Sheet listing Officers who have signed up to work a detail for a given day.

Detail List: A list that is generated for each day which includes Officers who have signed up to work that day, the current number of detail hours they have accumulated and details for that day.

Procedures

1. Entries on the Detail List:

- A. On January 1st of each year all detail hours will be rolled back to zero and will be rolled back quarterly thereafter. When starting from zero, details will be assigned alphabetically. Once Officers begin to accumulate hours, details will be assigned by hours, beginning with the lowest hours first, as has been the past practice.
- B. Only the Detail Office, the on-duty Commander, the on-duty station officers and the Administrative Captain are authorized make any notation on the detail list. Whenever a name is added or removed from the detail list, the person making the entry is to initial and indicate the time of the entry beside the person's name.
- C. All details, **without exception**, are to be assigned using a recorded telephone line.

2. Detail Sign-Up

- A. Officers (to include Retired Somerville Police Officers and Somerville Housing Officers) interested in working a detail are to put their name on the detail sign-up sheet which is located in the Street Supervisors Office. Officers must write their name on the detail sign-up sheet by 11:00 a.m. on the day prior to the day that they intend to work. If an Officer wishes to work Saturday, Sunday or Monday, they must sign up by 11:00 a.m. on Friday. In the case of a holiday, Officers must sign up by 11:00 a.m. on the last weekday, prior to the holiday.
- B. If an Officer's detail ends early, and he/she desires to work another detail, he/she may request to have their name added to the bottom of the detail list according to his/her detail hours worked.
- C. If an Officer is scheduled for court, he/she may add their name to the detail sign up list, prior to 11:00 a.m. the day prior to their scheduled court day. If the case is disposed of, and the Officer desires to work a detail, the Officer may request to have their name added to the bottom of the detail list according to his/her detail hours worked.
- D. If an Officer is scheduled to work in his/her regular capacity as a Police Officer he/she shall not place their name on the detail sign-up list for that same shift. If an Officer is called for a detail and the Officer responds he/she is "working" and cannot accept a

Details	Page 3 of 12	406
---------	--------------	-----

detail, this will be considered a pass, and the Officer will be charged the appropriate hours. It is the Officer's responsibility to remove his/her name from the detail sign-up/detail list prior to the list being called.

- E.** Officers are not allowed to add their name to the detail list under any circumstances.
- F.** Any Officer may have his/her name removed from the detail list prior to the beginning of the process of assigning details for that shift. Only the Detail Office, on-duty Commander, on-duty station officers, or the Administrative Captain are authorized to remove names from the detail list. The authorized person removing the name from the detail list shall cross out the name of the Officer, note the time and then initial the change.
- G.** If an Officer desires to be eligible to work a detail outside Somerville, he/she must write their name on the "Outside" list. One list will cover all other cities and towns.
- H.** Retired Somerville Police Officers and Somerville Housing Officers who wish to work a detail within the City of Somerville shall follow the above outlined signup policy. The names of Retired Somerville Police Officers and Somerville Housing Officers must be typed on the list by the Detail Clerk.
- I.** At 11:00 a.m. each weekday, the Detail Clerk shall strike a line after the last person listed to prevent any late signups. On Fridays, at 11:00 a.m. the Detail Clerk will strike a line after the last person on the weekend and Monday lists to prevent any late signups.
- J.** The Chief of Police, a Deputy Chief or the Administrative Captain may temporarily waive the sign up requirement, as noted above, under special circumstances if necessary to allow for the scheduling of detail Officers needed for the safety of the community. Such late additions to the list will be added to the bottom of the list by hours.

3. Call Back Time after Being Called for a Detail

- A.** When an Officer is called for a detail, and a message is left because contact was not made, the Officer has ten (10) minutes to return the call or he/she will be passed and assessed the amount of hours that the detail is posted for at the time it is offered to the Officer.

4. Passing a Detail

- A.** If an Officer is offered a detail, and he/she chooses to pass it, the Officer will be assessed the amount of hours that the detail is posted for at the time it is offered to the Officer.
- B.** If an Officer accepts a detail that has been assigned and passes the detail at a later time, this is to be considered a "Late Pass". When Officers late pass a detail they will be charged double the amount of hours that the detail is posted for at the time it is offered to the Officer.

Details	Page 4 of 12	406
---------	--------------	-----

- C. Overtime assignments shall take priority over detail assignments. In the event an Officer works an overtime assignment, he/she shall not be charged with any detail hours offered.
- D. If an Officer is offered an out of city detail and passes, he/she will be eligible for another detail, from the Somerville list. No detail hours will be assessed for passing an Out of Somerville detail.

5. Marking the Detail List

- A. Only authorized department personnel shall mark the detail list. The only acceptable marks that will be placed next to the name of the Officer that was called shall be:
 - 1. If the Officer accepts the detail a "T" will be placed next to the name signifying "T= take detail".
 - 2. If the Officer declines the detail a "P" will be placed next to the name signifying "P= pass detail." If an Officer passes a detail, he/she will not be offered another detail for that shift.
 - 3. If an Officer is called and does not respond to the assigning person within the allotted 10 minute response time frame a "P/UTC" will be placed next to the name signifying "P/UTC = pass detail unable to contact" and will be charged the appropriate number of detail hours. If "P/UTC" is noted next to a name, he/she will not be offered another detail for that shift.
 - 4. If an Officer accepts the detail and then later passes the detail an "LP" will be placed next to the name signifying "LP= Late Pass". The Officer will be charged double the amount of hours for this late pass. If an Officer late passes a detail, he/she will not be offered another detail for that shift.
 - 5. If the Officer is offered overtime and then passes the detail a "P/OT" will be placed next to the name signifying "P/OT= pass detail for overtime". In this instance, the Officer will not be charged for passing the detail since overtime takes priority.
 - 6. If an Officer is offered a detail but is scheduled for court, a "CT" will be placed next to their name.

6. Proper Wearing of the Uniform [22.3.5(b)]

- A. While on detail, Officers must wear the appropriate uniform.
- B. While on road or construction details, Officers must wear the Department issued ANSI reflective vest or ANSI compliant jacket or rain gear, as appropriate, due to weather conditions.

Details	Page 5 of 12	406
---------	--------------	-----

- C. When working a detail in another city/town, Officers must abide by that city/towns uniform policy.

7. Supervisory Responsibilities [22.3.5(d)]

- A. The Administrative Captain or his/her designee and the Patrol Supervisor shall insure:
 - 1. That detail officers are wearing a proper uniform and utilizing safety equipment properly;
 - 2. All Department rules, regulations, policies and procedures are being followed;
 - 3. Violation(s) are corrected and, as appropriate, promptly reported; and
 - 4. That detail officers are attentive to their duties and responsibilities.

8. Conduct While on Detail [22.3.5(b)]

- A. Officers who accept a detail assignment are required to be at the designated location on time. Failure to arrive at a detail assignment on time is not only costly to the contractor or business that has arranged for a police detail, but it creates an unprofessional image for the Somerville Police Department and could lead to sanctions against individual Officers who are late as outlined in this policy.
- B. Police Department vehicles shall not be used while on detail without authorization from a Command Level Officer.
- C. Officers are reminded that the main reason that they are on detail is for safety, specifically, the safety of pedestrians, the motoring public and the work crew.
- D. At all times Officers should be in a position to view the entire work area and ensure the safe flow of both pedestrian and motor vehicle traffic and assist the work crew with the safe operation of their equipment within the work site.
- E. Officers shall remain attentive to their duties and shall remain on location at their detail site at all times except for allowable breaks as authorized by the Contractor / Vendor representative or the Patrol Supervisor.
- F. Except in the case of an emergency, Officers shall restrict the use of cell phones to allowable break periods and out of the public view.
- G. Any other personal electronic devices that would distract the Officer from performing his/her detail duties are prohibited.

Details	Page 6 of 12	406
---------	--------------	-----

9. Details that Conflict with Regular Working Hours [22.3.5(b)]

- A. Officers are reminded that it is a violation of Departmental Rules and Regulations to accept or work a detail that will overlap their work schedule, either at the beginning or the end. Officers may not work or accept payment for details that extend into assigned work shift hours, with the exception of an overlap of hours that are paid due to minimum hours that must be charged in accordance with the Collective Bargaining Agreement.
- B. Officers are not allowed to adjust their regular work schedule to work a detail. If their schedule is adjusted, it must be for another reason.

10. Staying Longer than Eight Hours on a Detail [22.3.5(b)]

- A. An Officer shall not stay on a detail for more than eight hours. However, if an emergency dictates that the detail will last longer than eight hours, the Officer may stay, on an hour-by-hour basis, up to an additional four hours only (for a total of twelve hours).
- B. An Officer may stay for more than twelve hours only if no relief is available (for a maximum of sixteen hours) and only if remaining will not violate the 16 hour rule.

11. Maximum of Sixteen Hours of Work [22.3.5(b)]

- A. An Officer may not work in excess of sixteen (16) hours in a 24 hour period except as may be required by the needs of the department, as determined by the Chief of Police or his designee.
- B. If the 16 Hour Rule is waived, the Superior Officer who authorized the waiver must write to the Deputy Chief indicating the reason the rule has been waived.

12. Reporting Time [22.3.5(b)]

- A. Once an Officer accepts a detail, they must report to the detail on time.
- B. Officers who accept a detail with late notification are expected to report to the detail within 45 minutes. If the reporting time exceeds 45 minutes, the Officer takes the risk of having a start time of when he/she actually reported for the detail.

13. Alcohol Beverage Officer – Restriction

- A. Any Officer assigned to the Licensing Office out of Somerville City Hall, which includes the Alcoholic Beverage Officer, is not allowed to accept details where alcohol is served.

14. Officers on Sick, Disabled or Light Duty Status

- A. Any Officer who is on sick leave, disabled or assigned to light duty, is not allowed to accept a detail.

Details	Page 7 of 12	406
---------	--------------	-----

- B. Any Officer who is on sick leave, disabled or assigned to light duty must remove their name from the detail list prior to the list being called or their ineligibility will be considered a pass.
- C. Any Officer who is offered and takes a detail during their shift for an assignment within the next twenty-four hours and is later excused from duty due to illness, must pass that detail until he/she has called back from their illness. This won't be considered a late pass.
- D. Any Officer, who is prohibited from accepting a detail due to any type of authorized restriction, including sick time restrictions, may not accept a detail in error.

15. Assigning Details When the Detail Office is Closed [22.3.5(d)]

- A. All detail assignments are the responsibility of the Detail Office.
- B. When the office is closed or unmanned, the responsibility to fill the detail assignments shall be that of the Division Commander/Officer in Charge and/or their designee, i.e. the Station Officer(s). The Commanding Officer shall make every reasonable attempt to fill the details and notify the Officer as soon as possible after receiving the request. The Detail Office will contact the Commanding Officer when they are available to take over the responsibility of detail assignment.
- C. The Commander will ensure that all appropriate detail information is included on the detail sheet. Appropriate information will consist of company, contact, contact number, time called in, location, start and end time, pick up check if applicable, etc.

16. Assigning Priority Details

- A. Due to the need of Detail Officers at priority construction sites, no Officer, once assigned, or who has accepted such an assignment, shall be permitted to swap a priority detail for another detail until all priority details have been filled.
- B. No Officer shall be allowed to swap a detail after the start time of his/her original detail.
- C. Priority details will be first offered to the Officer with the lowest hours, continuing through the list to the Officer with the highest accumulated hours. If the Officer accepts the detail, he/she will be charged the appropriate number of hours that detail was posted for. If the Officer passes, he/she will be charged the appropriate number of hours that detail was posted for. If an Officer accepts a priority detail, and passes the detail at a later time, this is to be considered a "Late Pass", and the Officer shall be charged double the amount of hours that detail was posted for.
- D. If an Officer passes a priority detail, he/she shall not be offered another detail for the same shift.
- E. If an Officer late passes a priority detail, the open priority detail takes precedence over any unfilled non-priority details. In addition the employee assigning details shall:

Details	Page 8 of 12	406
---------	--------------	-----

1. Determine which Officer currently assigned to a non-priority detail has the lowest accumulated hours.
2. As long as that Officer is eligible to work the priority detail(taking into consideration the start and finish times of shifts the Officer is scheduled to work), and their currently assigned detail has not started, notify the Officer that he/she is being reassigned to the priority detail.
3. The Officer who has been reassigned has the option to pass the detail and be charged the appropriate amount of hours or take the reassignment. If the Officer passes the reassigned detail it is not to be considered a late pass.

F. It has been determined that this procedure is necessary in order to provide adequate personnel for public safety at these sites due to excessive pedestrian and/or vehicular traffic.

17. Minimum Staffing Levels

- A.** If an occasion should arise where the minimum patrol staffing levels for a shift cannot be met, and, in accordance with General Order 2012-12, all other means to fill the shortage have been exhausted, the Commander shall reassign the junior Officer from the detail list, provided they are not on a priority detail, the detail hours are consistent with the overtime shift and the detail is during the same shift as the shortage.

18. Swapping Details

- A.** When an Officer chooses to swap a detail he/she must make the arrangements with the Officer he/she wants to swap with. When the swap is done, it is the responsibility of the Officer who made the swap to notify the Detail office that a swap has been made and the Detail Officer will update the list.
- B.** Officers are authorized to swap from a “non-priority” detail to an open “non-priority” detail only when the list of Somerville Officers has been exhausted.
- C.** Officers are not allowed to swap off of a priority detail, to a non-priority detail, unless it is an even (person-for-person) swap.
- D.** No Officer shall be allowed to swap a detail after the start time of his/her original detail.

19. Labor Dispute Details

- A.** Labor dispute details shall include strikes, informational pickets and labor actions.
- B.** A minimum of two Officers shall be assigned to each location on labor dispute details. Officers assigned to labor dispute details shall be paid time and one-half their applicable

Details	Page 9 of 12	406
---------	--------------	-----

detail rate, as set forth for all such hours worked, with a guarantee of a minimum of four hours pay per detail for each Officer so assigned.

- C. Officers are not allowed to adjust their regular work schedule to work a detail. If their schedule is adjusted, it must be for another reason.

20. Details that Require Three or More Patrol Officers

- A. As indicated in the Collective Bargaining Agreement (CBA) between the Somerville Police Superior Officer's Association (SPSOA) and the City of Somerville, "A Sergeant will be employed when three or more Patrol Officers are assigned to a given detail. A Lieutenant and a Sergeant if the detail has six or more Patrol Officers and a Captain, a Lieutenant and a Sergeant when twelve or more Patrol Officers are assigned to a given detail." As indicated in the Collective Bargaining Agreement between the Somerville Police Employee's Association (SPEA) and the City of Somerville, "A Sergeant will be employed when three or more Patrol Officers are assigned to a given detail."
- B. When a detail calls for three or more Patrol Officers, and a Superior Officer is required, Superior Officers shall not be offered the Patrol Officer detail until the position has been offered to all Patrol Officers on the Somerville Police list.
- C. When a Superior Officer is required for a detail, the Superior Officer must take the detail if he/she is on the detail list, or pass. If a Sergeant is required, the first Sergeant on the detail list must take the detail or pass. If a Lieutenant is required, the first Lieutenant on the detail list must take the detail or pass. If a Captain is required, the first Captain on the detail list must take the detail or pass.
- D. If the Superior Officer passes, the detail will be offered to the next available Superior Officer (of the rank that is called for) and he/she shall either accept or pass the detail.
- E. Superior Officers may swap directly with each other following the guidelines under the Swapping of Details section of this Policy.
- F. Superior Officers of a lower rank may fill the position of a higher ranking Superior Officer if no Superior Officer of that rank is available. Superior Officers of a higher rank may fill the position of a lower ranking Superior Officer if no Superior Officer of that rank is available. In each of these cases the Superior Officer shall receive the pay rate of the position they are filling. In the case of a tie in rank, the person with the lowest hours is the supervisor.
- G. In the event that there are no Superior Officers available for the detail, a Patrol Officer will be assigned the detail in order to satisfy the minimum staffing of the detail. The senior Patrol Officer assigned to that detail will receive the same pay rate as the required Superior Officer would. If the detail requires multiple Superior Officers, seniority of Patrol Officers assigned will prevail.

Details	Page 10 of 12	406
---------	---------------	-----

- H. For any detail that requires more than one Officer, the Officer with the lowest amount of detail hours shall choose the position that he/she wants. This procedure shall be followed until all positions are filled. In the event that two or more Officers have the same amount of detail hours, the senior Officer shall choose his/her position.

21. Assignment of Detail Officers Other than Somerville Police Officers

- A. When the list of Somerville Police Officers is exhausted, and there are still details unfilled, the detail(s) shall be offered retired Somerville Police Officers, Somerville Housing Authority and other agencies. The objective is to fill all details.
- B. When the list of Somerville Officers is exhausted, retired Somerville Police Officers will be called next. After the retired Officers, Somerville Housing Authority Officers shall be called.
- C. Retired Somerville Police Officers and Somerville Housing Officers will be listed by hours, after the active duty Somerville Police Officers, as two separate groups, with retirees listed first.
- D. If, after exhausting the Somerville retiree and Somerville Housing Officer lists, and there are still unfilled details, outside police agencies shall be called and offered the detail. Outside police agencies will be contacted in the order that they appear on the list incorporated in this policy.
- E. When an outside agency works a detail in Somerville, those Officers will be paid the rate listed in our Collective Bargaining Agreements, regardless of the other city's rate.
- F. All Officers from other Police Departments shall be under the command and control of the Somerville Police Department while on detail duty in Somerville. All provisions set forth in this policy regarding duties, uniform and conduct shall apply to Officers from other agencies.

22. Closing of Streets/Towing of Vehicles [22.3.5(b)]

- A. When an Officer determines that there is a need to close down a roadway, that Officer must obtain authorization from the Patrol Supervisor or the Detail Supervisor if one is assigned to that particular project.
- B. Unless an emergency exists, vehicles parked in the street and blocking an area where a construction crew will be working cannot be towed unless it has been posted for at least 48 hours.

23. Pay Rate

- A. Refer to the Collective Bargaining Agreements for current pay rates and recognized holidays.

Details	Page 11 of 12	406
---------	---------------	-----

- B. When working a detail in a city/town other than Somerville, Officers will be paid the rate listed in that city/town local Collective Bargaining Agreements.
- C. Officers from other agencies who accept a detail in Somerville are subject to the detail rate schedule of the Somerville Police Department.

24. Conduct on Details Outside the City of Somerville [22.3.5(b)]

- A. All Officers are expected to strictly adhere to all of the Somerville Police Department's General Orders, Policies, Procedures and Rules and Regulations as well as those of the host city/town.

25. Sanctions for Violation(s) of this Policy

- A. It is the intent of any sanction directed by this Policy, to stay within this Policy. Sanctions directed through this Policy shall not be considered part of the departmental disciplinary process. However, if a violation of another General Order, Special Order, Memoranda, Rule, Regulation, Policy or Procedure occurs while on detail, it may be considered as part of the departmental disciplinary process.
- B. For violation of any part of this policy:
 - 1. **First Offense** – Written Warning kept on file.
 - 2. **Second Offense** - Seven day suspension from working details.
 - 3. **Third Offense** - Thirty day suspension from working details.
 - 4. **Any subsequent offense** will be an additional thirty day suspension from working details for each offense.
 - 5. If, while on suspension from working details, an Officer is out sick or injured, the suspension will stop and resume when the Officer returns to duty.
- C. Sanctions for violations that occur while working details outside the City:
 - 1. **First Offense** – Fifteen day suspension from working details.
 - 2. **Second Offense** - Fifteen day suspension from working details, as well as removal from the outside detail list for the remainder of the year.
 - 3. If while on suspension from working details, an Officer is out sick or injured, the suspension will stop and resume when the Officer returns to duty.
 - 4. If an Officer is on suspension from the detail list, he/she will be assessed the average number of hours worked by the department for the period of time the Officer was on suspension.

Details	Page 12 of 12	406
---------	---------------	-----

- D. All sanctions remain in effect for 12 months from the date of when the first offense occurred. The sanction procedure will start anew on January 01 of each year. However, any sanction imposed prior to January 1st must be fully satisfied even if it extends into a new calendar year.

- E. If any person is found to be tampering with or otherwise violating the detail policy or detail list, whether for their benefit or for the benefit of another person, the appropriate sanctions will be enforced against all persons involved in the violation. If a civilian employee or Superior Officer not covered under this policy is found to be tampering with or otherwise violating the detail policy or detail list, whether for their own behalf or for the benefit of another person the appropriate departmental disciplinary action will be taken.

- F. The Standing Detail Committee, which consists of members of the SPSOA, SPEA and the Chief of Police, or his designee, shall be responsible for tracking sanctions and shall be consulted prior to any sanction being issued.