



# Paid Police Detail Guidelines

**General Order Number: 49**

**Effective Date: January 24, 2022**

## **POLICY:**

Details are provided for contractors, businesses, etc. As a public safety measure. Therefore, it is within the discretion of a supervisory officer of this police department to issue an order, verbal or otherwise, mandating the filling of certain details before some others. There are times when a detail in a congested area should be filled prior to one in an outlying area. The responsibility for making this determination rests with the Detail Sergeant or other supervisory officer with the rank of sergeant or above. Known details are to be prioritized on the hiring list and assigned in accordance with our total hour system. Details are to be filled as early as possible utilizing the availability list. As always, supervisors are responsible for managing police personnel in a way that enhances public safety.

The Detail Sergeant will be responsible to ensure that this special order is adhered to. Any deviation from this order by any officer shall be brought to the attention of the Deputy Superintendent-Traffic Division. The assignment of officers to details shall be made by the detail sergeant during their tour of duty for the current day as well as the following day. Every effort should be made to fill known details prior to the day the details are scheduled to be worked. When the Detail Sergeant is not working, another Traffic Sergeant shall be given the responsibility. If unable to do so (because of traffic-related work), the detail list shall be given to the Commanding Officer- Platoon on Duty, who is responsible for the proper assignment of details in compliance with this Special Order. If the assignment of details is delegated to a Patrol Officer, this officer, as well as the supervisory Officer to whom the list was assigned, will be held responsible for the manner in which the details are assigned.

## **I. General Rules**

1. Details that are scheduled in advance are to be filled the day before they are to be worked. This does not include those details starting after 10 a.m. and lasting less than 8 hours. Most details should be filled by 6 p.m. on the day prior to the scheduled work.
2. When contacted, officers are to indicate acceptance or refusal. In rare instances, a request to delay this decision may be allowed but for no longer than 15 minutes. Officers who refuse a detail or do not respond to a call by the 6 p.m. cutoff, are to be considered "unavailable" (see Section 9 – Refusals in this Special Order).

It is the responsibility of our supervisors to ensure that details are distributed fairly and that the work is performed professionally. If any officer believes there is any deviation

from this Special Order, said deviation shall be brought to the attention of the Deputy Superintendent-Traffic Division immediately.

**3. Starting times**

- a. Day detail – 0530 AM hours  
First Half – 1530 PM hours  
Last half – 2330 PM hours
- b. Monday will be the start of the detail week

**4. Priority Selection and Signing up**

- a. Day detail – First Day Off is the priority group according to total hours for day shift and first half officers. Officers assigned to the last half will have their first day back as their priority group according to total hours.
- b. First Half Detail – First day off will be the priority group for first half and last half officers. Day Officers' priority shift will be their after their third shift of regular work.
- c. Last half detail – Priority for the day shift and last half officers will be their second day off. First half officers will be after their 2<sup>nd</sup> shift in.
- d. After all priority groups have been exhausted; all other officers will be listed according to total hours department wide.
- e. There will be six priority groups (1-6). For the purpose of day and first half details, officers working a 5-2 shift will automatically be merged into the appropriate priority group according to total hours. There will only be six priority groups for last half details. Officers assigned to the first half, working a 5-2 schedule, will have their first half detail priority on their first day off, and their day detail priority as one of the six priority groups.
- f. If an officer neglects to sign up in advance, he/she may contact the detail sergeant to sign up manually as available within this 48 hour window. He or she will be placed at the bottom of his/her priority day off group or, if not on a priority day, at the end of the detail list. If an officer takes off a regularly scheduled tour of duty and wants to be available for a detail, this officer must sign up as available 48 hours prior to the day they want to be available. If an officer fails to do this, he/she will be placed at the end of the hiring list and may be considered available within that 48 hour period only when the hiring list is exhausted.
- g. On the Detail List, there will be a check or mark next to each officer's name on the list that has been reached for that shift indicating the action for that officer. No officer's name on the list shall be left blank if that name has been reached on the list for that shift.
- h. New officers will be placed at the bottom of their day group when they become eligible for details.

**5. Detail Slips**

- a. Detail slips are to be turned in within 72 hours upon completion of the detail. An officer will be charged an additional 8 hours towards their total hours for slips that are not turned in on time. The Detail Sergeant is to keep a list of officers who fail

to meet this 72 hour window for follow-up and possible disciplinary action. Repeat offenders are to be reported to the Deputy Superintendent-Traffic Division. The detail Sergeant is responsible for updating the detail system daily and to print out up to date lists to be used for hiring.

- b. Detail slips are to be filled out completely and signed by the assigned Detail Officer and the contractor's representative. Officers are to write in the actual hours worked in the start time and the finish time boxes and the contract hours to be paid in the appropriate box.
- c. All requests for details must be recorded on the detail sheet.
- d. Computer hours will be up-dated as follows: Total amount paid to an officer/divided by the detail hourly rate.

## **6. Detail Minimums**

Details worked for other Town Departments shall be paid at a time and one-half rate when such work is in excess of a regular tour worked on any day or in excess of a regularly scheduled work week in any payroll week. Four hour minimum applies to details only; extended regular shifts are not included.

The following provisions **DO NOT** apply to Town details. These only apply to private details:

There shall be a four (4) hour minimum for details. For details, except for those defined as road details, worked in excess of four (4) hours, but less than 6 (six) hours, a six (6) minimum shall apply. For details, except for those defined as road details, worked in excess of six (6) hours, but less than eight (8) hours, but less than ten (10) hours, a ten (10) hour minimum shall apply. For details worked in excess of 10 hours, but less than twelve (12) hours, a twelve (12) hour minimum shall apply.

For Road Details, as defined below, worked in excess of four (4) hours but not more than eight (8) hours, an eight (8) hour minimum shall apply.

## **7. Road Details**

A detail shall be considered a road detail if the entity hiring the detail is actively working on a public roadway or sidewalk and the officer's primary duty is safely controlling the movement of vehicular or pedestrian traffic around this jobsite on a public way or sidewalk.

A detail assignment whose primary function is to continually assist in the safe movement of vehicular traffic from a public way entering and exiting a job site or commercial/corporate enterprise is a road detail also.

The limited control of traffic at the start or end of an event, directing those entering and exiting private property is not considered a road detail. Detail Officers hired for site security, less prevention, crowd control or fulfillment of Town Licensee requirements are

not considered assigned to a road detail. Town details paid on an overtime basis are exempt from the detail provision.

Should a Detail Officer believe the detail they are working has been misclassified as a non-road detail when in fact it should be considered a road detail they will contact the patrol supervisor to respond to the scene to make an assessment of the detail site. The patrol supervisor will determine what duties are needed to be conducted for this particular detail and make a determination as to the proper classification.

## **8. Chargeable hours**

You will not be charged hours for your regularly scheduled shift, including any day used to be off for that shift, i.e., Comp Time, A-day, Vacation, Sick, Injured, etc. If an officer elects to take a day off and work a detail, in that case the officer will be charged for the hours paid for the detail.

You will not be charged for hours if you are assigned to court and are not available for a detail.

You will not be charged hours if you volunteer for Patrol (shift shortage) overtime.

You will not be charged hours if you are forced for Patrol (shift shortage) overtime.

Officers will not be charged hours (detail and/or overtime) for scheduled In-Service training. This pertains only to the (48) hours of training as agreed upon in the collective bargaining agreement.

Officers will be given a seven (7) day window to select their desired In-Service assignment. After seven days, Officers will be assigned by the Training Unit Lieutenant or his/her designee. Officers will only be exempted charged hours on their assigned time and date.

Officers are only allowed to sign up for one date per In Service Training assignment.

## **9. Refusals**

An Officer will be charged eight (8) hours for a day detail refusal, and six (6) hours for both a first half or last half refusal. Once an officer is offered a detail there will be no “going back” to that officer for another opportunity or assigned for that shift.

A “Not Available” is a refusal for the application of this section unless it relates to the exceptions delineated in Section # 8.

## **10. 18 Hour Order**

No Officer may work in excess of 18 hours in a 24 hour time period. This 18 hour work period is calculated based on actual hours worked as a Brookline Police Officer regardless of his/her assignment. An officer is allowed to work in excess of the 18 hour rule only for an emergency situation requiring a police detail for imminent public safety concerns and with the approval of the detail Sergeant or On Duty Supervisor.

#### **11. Resetting Total Hours**

On an annual basis, during the first week of January, all officers will start with zero hours. Exceptions will not be made without the approval of the Chief of Police.

#### **12. Cancellation of Details**

- a. Officers who are cancelling their assigned detail must notify the Detail Sergeant or Commanding Officer – Platoon on Duty at least 4 (four) hours prior to the starting time of the detail. Violation of this section will result in the officer being charged eight (8) hours for a day detail, or six (6) hours for either a first half or last half detail. In addition, the officer will be charged the cancelled detail hours, as well as any other sanctions to be determined by the Chief of Police.
- b. In the event a detail is cancelled by the contractor, the officer assigned to that detail will automatically be offered the very next available detail. This providing the officer did not get paid for the cancelled detail. Details not cancelled by the tractor at least 2 (two) hours before the scheduled starting time shall be paid for in accordance with the minimum.
- c. The four-hour rule regarding the cancellation of details is to be waived for the limited purpose of accepting an overtime shift in lieu of a detail. If an officer wishes to take the overtime and give up a detail they will be permitted to do so without having penalty hours charged against their detail bank. Commanding Officers – Platoon on Duty are responsible for ensuring this information is passed onto the Detail Sergeant when it occurs.
- d. All details called in shall be put on the detail sheet, regardless as to whether the list has been exhausted.

#### **13. Reported Illness**

An officer who is absent and on sick or family sick leave shall not be eligible to work details until eight (8) hours following the end of the shift in which he or she called in sick or family sick leave. If the officer would have been eligible for a detail prior to the tolling of this 8 hour ineligibility, he or she will be charged with having worked the detail.

#### **14. SWAPS**

Officers may not swap assigned details without prior approval of the Detail Sergeant or Commanding Officer – Platoon on Duty. At times when this permitted, both officers are required to fulfill their obligation to work their newly assigned detail. If either officer cancels their swapped detail, both officers will be assessed additional penalty hours of eight (8) hours for a day detail or six (6) hours for a first or last half detail, as well as any other sanctions as determined by the Chief of Police.

#### **15. Attending Court**

- a. If an officer is in court and is bypassed on the detail list, they will be allowed to go to the bottom of their day off group. If his/her day off group has gone by, they will be placed next in line for a detail. You will not be charged hours if you are not available due to court.
- b. All officers who are assigned to court and want to be available for a detail must notify the Detail Sergeant, or Commanding Officer – Platoon on Duty, prior to 9:00 AM. It is the officer's responsibility to provide verification of court appearances.

#### **16. Details Extending Beyond 8 Hours and Details Reliefs**

- a. When an officer works a private detail that may overlap or does extend into his or her regular work schedule the officer is required to inform the contractor of this fact at the start of the detail or as soon as it becomes known to the Detail Officer. If public safety requires that another officer must be called to the detail site to relieve the officer and complete the detail, it is the original officer's responsibility to notify the Detail Sergeant or designee and to request a relief officer.
- b. If it appears that a detail will go beyond 8 hours, it is the responsibility of the Detail Officer to explain to the job foreman the following
  - i. Detail officers are entitled to a minimum amount of hours for certain hour worked. These detail minimums are set out in Section four (4) above.
  - ii. Detail Officers cannot remain on the detail for more than 10 hours, and further, that if the foreman believes the job will last more than 10 hours, the Detail Officer shall notify the station that they want relief after eight (8) hours.

Officers **SHALL NOT** wait more than six hours into the detail to make this determination.

It is the responsibility of the Detail Officer to make sure the job foreman understands that the relief will get a four hour minimum and that in most cases it is beneficial for a relief to start after 8 hours. The foreman then may make an informed decision as to what would be financially best for him or her. If he or she feels he can finish in 10 hours you may remain, but it is his decision and there should not be a problem as long as you have done your part and explained it to him or her. If necessary, have a Sergeant approve of this course of action.

On Occasion (and it should be on a rare occasion) any officer who may be needed at a particular worksite for more than ten (10) hours must notify and receive permission from a Supervisor on

Duty prior to the detail extending into this time frame. The Detail Officer must put the authorizing Supervisor's name on the bottom of their detail slip. An e-mail is to be promptly submitted to the Detail Sergeant by the officer working the detail explaining the situation. This applies to all officers.

All officers working details who would be in violation of the 18 hour rule if the detail extends beyond ten (10) hours are to get a relief after eight (8) hours to avoid this situation. If no relief is available and this section has been complied with, then notify the Commanding Officer – Platoon on Duty or Detail Sergeant who may authorize the officer to exceed the 18 hour rule. Reliefs are to be scheduled at a time that coincides with minimum hourly requirements set out in section four (4) above so that the hours of pay are to be split thereby not requiring to contractor to pay mandatory minimums to multiple Detail Officers.

### **17. Supervisor Details**

Supervisor's details shall be based on a rotation of details offered within the appropriate priority group.

### **18. Miscellaneous**

- a. All details ordered shall be written on the detail sheet regardless of whether the hiring list has been exhausted or not.
- b. No detail requests are to be taken by individual officers over a personal phone. All requests are to be directed to the Department for assignment and the proper paperwork filled out. In all cases, the contractor should be instructed to call the Detail Officer to request a Detail. This does not apply when an officer requests a relief. In these instances, officers are to be guided by section 14 of this Special Order.

### **19. Equipment**

- a. All officers will only carry Brookline Police authorized and/or issued equipment.
- b. All officers will carry a portable radio and maintain contact with the Public Safety Dispatch Center.
- c. On roadway details, all officers will wear clean white gloves and a reflective traffic vest or a reflective outerwear while performing their duties.
- d. Hats are to be worn at all times while working all details.
- e. Coffee, soft drinks, etc., and smoking is not allowed in view of the general public while on detail.
- f. Conspicuous use of cell phones while on detail is prohibited.

### **20. Supervision**

Both Patrol Supervisors and Traffic Supervisors are responsible for officers who are working details. It is expected that Patrol Supervisors will regularly check on these officers to ensure the work is being performed as required and that officers are properly attired. Supervisors have the

authority to direct the work in order to ensure our public safety needs are met. The only exception is when a Supervisor is hired to directly oversee a detail.

## **21. Street Closings**

Whenever a Detail Officer, Town agency or private contractor requests that a street or roadway be closed to vehicle traffic, the Detail Officer shall immediately notify the Patrol Supervisor and request their approval. Decisions to close a road shall be made by the Patrol supervisor after an on-scene inspection based on public safety needs and only as a last resort. The Patrol Supervisor shall coordinate this action through the Department of Public Works. Adequate signage and/or barricades shall be utilized and the Police and Fire Dispatchers shall be notified of these temporary street closings. This section does not interfere with the authority of the Commissioner of Public Works to close public ways in the Town.

## **22. Performance of Duty/Disciplinary Action**

Any officer found in violation of any section of this order as well as officers found not to be performing the duties for which they have been hired will be subject to disciplinary actions.

## **23. Procedure for Officers to Redress Possible Wrongly Charged Hours**

Prepare a report and submit to the Commanding Officer- Traffic Division for follow-up.

## **24. Audit**

An audit will be performed on a semi-annual basis or as needed by the Chief of Police or his or her designee in order to ensure efficient operations and compliance with this Special Order.

## **II. Newton Details**

The Brookline Police Department and the Newton Police Department have entered into an agreement which will allow Brookline Police Officers to perform detail assignments in the City of Newton until July 7, 2022. Newton PD will notify the Brookline PD Detail Office when they are no longer able to fill their details. The Brookline Police Detail Office will fill any assignments. These details will be filled per this Special Order.

If this agreement is extended past the July 7, 2022 date, this order will remain in effect unless amended by a subsequent order.

The following guidelines are to be in effect for Brookline Officers performing details in Newton along with all of the previously stated procedures and general rules established in this Special Order.

- 1- **Priority** – Brookline details shall be filled first. Officers on a priority day will be offered Brookline details until all are filled, prior to assigned any Newton details. Newton details that are called in previously or on the day of the detail are not to filled until after 0500hrs



the day of the detail and only if all Brookline details are filled and there are none pending or unfilled on the Brookline list. If the Chief, his designee or the Detail Sergeant have reason to believe that contractors will be seeking to hire Brookline officers for sites in Brookline after 0500hrs this will be noted on the detail list with an alternate time to start filling any Newton details. This can be modified with the permission of the Detail Sergeant or night Traffic Sergeant. Details in the City of Newton will only be offered once Brookline has filled all requested detail jobs and met all public safety issues.

- 2- **Sign up** – Officers will sign up in the Larimore system with the same availability as for Brookline details. If an officer is called and elects not to work it will be counted the same as a Brookline refusal. (See General Rules above)
- 3- **Detail slips and Billing** – These will be the same if working in Brookline. If you are available you will be charged for either Brookline or Newton details regardless of whether the officer was signed up.
- 4- **Charging of hours** – Hours will be charged in the same manner as is done now. If you are available you will be charged for either Brookline or Newton details regardless of whether the officer was signed up.
- 5- **Special requirements** – Newton Police require that an officer be able to work at least a full 8 hours, or more, for a day detail. Therefore, if the detail starts at 730am or later and there is no designated end time less than 8hrs, then an officer working a shift at 330pm will not be eligible to take the detail. This means that officers working a first hal shift will not be able to work details that run, until 330pm. This is a requirement of the Newton Police.
- 6- **Communications** – Officers will change their radio channel to the Newton Police Channel and scan Brookline PD channel one. At times officers may be directed by Newton Control to change to Newton Police channel two which will also be programmed into the portable radio of officers seeking to work Newton details, same scan procedure for Newton Channel 2. Requests for street closures, detours, and any other police business will go through Newton dispatch or the Newton Patrol Supervisor. Officers will utilize “Brookline” & assigned portable number as their call sign when communicating with Newton Dispatch.
- 7- **Duties**- Officers are expected to perform their detail duties in Newton to the same standards as denoted in the Brookline detail order regarding uniforms, equipment, appearance, and traffic responsibilities. At traffic details the function of the officer is to expedite the flow of traffic and ensure public safety. Officer’s attention should always be directed towards the flow of traffic and not the work being performed by the construction crew. Prior to accepting detail work in Newton, Brookline officers will familiarize themselves with the locations of public interest within the City of Newton i.e., hospitals, police and fire stations, schools, public buildings, commercial areas, transit routes, and public ways. Officers who may have any areas of concerns in relation to the performance of their detail duties in Newton concerning rules, regulations, policy and procedures of

the Brookline Police Department or points of law will go through the Brookline Police Detail Sergeant or Brookline Police Commanding Officer for clarification.

- 8- **Reliefs**- Reliefs should be called in as early as practicable to the Newton Police C.O. or detail office.
  - a. As a general rule, officers should not request to be relieved unless the detail is expected to go past the eight (8) hour mark.
  - b. An officer cannot request to be relieved during the same shift the detail was assigned. For example, a first half officer who starts at 2:00pm cannot request relief until after 10:00pm when the Newton last half detail list starts.
  - c. When possible, officers should request relief at a time when the contractor would not be paying 2 officers for the same period of time.
- 9- **Special events** – Newton usually assigns officers for special events such as B.C football games up to a week in advance. The assignment of Brookline officers for these events might require a list being generated for that particular day several days in advance. This procedure can be modified if necessary.
- 10- **Punctuality** – officers are expected to use due diligence to be punctual to assignments in Newton, which has three times the area of Brookline. Unfamiliar streets and traffic patterns require that more time be allotted for travel. Officers who expect to work in Newton should take the time to familiarize themselves with the streets and prominent locations so that they can help and provide directions to citizens and ensure their own safety should an occasion arise that they need assistance.

**11- Newton Detail Shifts are the following**

- a. Day details are defined as details that start between 5:00am and 12:59pm
- b. First half details are defined as details that start between 1:00pm and 8:59pm
- c. Last half details are defined as details that start between 9:00pm and 4:59am.

**12- False time sheets**

- a. A law enforcement officer, as defined in section 1 of chapter 6E who knowingly submits to a state agency, state authority, city, town, or agency, as defined in said section 1 of said chapter 6E, a false or fraudulent claim of hours worked for payment and receives payment therefore or knowingly makes, uses or causes to be made or used a false record or statement material to a false or fraudulent claim of ours worked for payment that results in a law enforcement officer receiving payment therefore or any person who conspires to commit a violation of this section shall be punished by a fine of 3 times the amount of the fraudulent wages paid or by imprisonment for not more than 2 years.