

Waltham Police Department

CHAPTER 38

ASSIGNMENTS

General Order Number: GO-01 2009
Effective Date: 01/2009, 05/2014, 01/2024
Accreditation Standard #'s: 17.4.2, 22.3.5

POLICY:

It shall be the policy of the Waltham Police Department to assign members to best serve the needs of the department and the city we serve. It is sometimes necessary to reassign members to maximize that effort.

It shall be the policy of the Waltham Police Department to distribute details and overtime on an equal basis to those who wish to work these extra hours. They shall be distributed in a fair and equitable manner.

PROCEDURES:

1. **ASSIGNMENTS AND DETAILS:** The Assignments Program will reflect any assignment, change of assignment, or overtime. The detail sheets will reflect all details scheduled. The Assignments Program and detail sheets are official Waltham Police Department records. No unauthorized changes to the Assignments Program or detail sheets are allowed.

It is the responsibility of each officer to check the Assignments Program and detail sheets to ascertain their assignments. In the event of a change in the regular assignment of an officer, he/she shall be given a notice of no less than 48 hours. Such notice must be given to the officer either by the Assignments Officer, the OIC, or their designee

- a. **DETAIL SHEETS:** The detail sheets will be posted in the Operations area behind the Commanding Officer - Platoon on Duty.
 - b. **COURT BOOK:** The court book will be located in the Operations area behind the Commanding Officer - Platoon on Duty.
2. **FAILURE TO REPORT FOR ASSIGNED DUTY:** If a member does not report for an assigned shift, overtime, detail, or magistrate hearing without prior

permission after proper notice, or takes time off when that member does not have that time available, the officer shall:

- a. For the first offense, be required to work four (4) hours actual time without pay. This requirement may be satisfied by giving up four (4) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned. The first offense will be expunged one (1) year from the date of the offense.
- b. For the second offense, shall be excluded from details and/or overtime for seven (7) consecutive days and be required to work eight (8) hours actual time without pay. This requirement may be satisfied by giving up eight (8) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned. The second offense will be expunged eighteen (18) months from the date of the second offense.
- c. For the third and subsequent offenses, be subjected to further progressive discipline as determined by the Chief of Police.

3. **FAILURE TO REPORT FOR A BENCH OR JURY TRIAL:** If a member does not report for a Bench or Jury trial without prior permission after proper notice, the member shall:

- a. For the first offense, be required to work eight (8) hours actual time without pay. This requirement may be satisfied by giving up eight (8) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned. The first offense will be expunged one (1) year from the date of the offense.
- b. For the second offense within a one-year period, be excluded from details and/or overtime for seven (7) consecutive days and be required to work sixteen (16) hours actual time without pay. This requirement may be satisfied by giving up sixteen (16) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned. The second offense will be expunged eighteen (18) months from date of second offense.
- c. For the third offense and subsequent offenses, be subjected to further progressive discipline as determined by the Chief of Police.

4. **LATE ARRIVAL FOR ASSIGNED DUTY:** If a member reports late for a scheduled assignment (shift, overtime, detail, or court appearance) having been previously scheduled; or does not report within a reasonable time after being called for an unscheduled detail or overtime; member shall:
- a. For the first offense, be given a verbal warning.
 - b. For the second offense, be given a written reprimand.
 - c. For the third offense, be excluded from details and overtime for a period of seven consecutive days, and be required to work four hours actual time without pay. This requirement may be satisfied by giving up four (4) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned.
 - d. For the fourth offense, be excluded from details and overtime for fourteen (14) consecutive days and be required to work eight (8) hours actual time without pay. This requirement may be satisfied by giving up eight (8) hours actual time with the use of vacation time, holiday owed time, time owed, or by some other arrangement that is satisfactory to the assignments officer and the division commander to which the officer is assigned.
 - e. For the fifth and subsequent offenses, be subject to progressive discipline as determined by the Chief of Police. During any period, a member is restricted from details and overtime, an average number of hours shall be added to their total detail/overtime hours on the hours record.

5. **GUIDELINES FOR DISTRIBUTION OF DETAILS, OVERTIME AND TIME OWED:**

OFFICERS ARE TO ENSURE THAT DETAIL REPORTS ARE METICUOUSLY ACCURATE IN ALL ASPECTS, ESPECIALLY AS TO TIMES OF ARRIVAL AND DEPARTURE. WILLFUL FALSIFICATION OF A DETAIL REPORT IN ANY MANNNER SHALL BE CAUSE FOR APPROPRIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

SUPERVISORY RESPONSIBILITY: [22.3.5c] The Assignments Lieutenant supervises the entire detail process. [22.3.5c] However, patrol supervisors are expected to check all details at least once per shift to ensure detail officers are at their assigned posts, are wearing the appropriate uniform, and are adequately performing their duties. The Officer in Charge of the shift is responsible for ensuring that all rules and regulations regarding details are followed.

- a. Officers are not to change any assigned detail. If the officer is unable to work the detail, he/she shall put one line through his name, initial it, and mark it "REF" (refused). If the officer is refusing the detail within 24 hours of the start time, he shall verbally notify the Assignments Officer or the OIC.
- b. Officers are not to swap details; any changes or rescheduling of details shall be done by the Assignments Office. No WHITEOUT, or other means of document alteration, shall be used on the detail sheets except by the Assignments Officer.
- c. No member of the department is to work any paid detail, which does not appear on the detail sheets without the express permission of the Chief of Police or of the Deputy Chief of Police.
- d. Officers who are assigned details are expected to be at the detail at the designated start time. An officer, who, due to unforeseen circumstances, arrives at a detail after the designated starting time, shall indicate the reason on the back of the detail card. Officers are not to begin working a four-hour block unless they are able to work the entire four- hour period. The only exception is if the officer receives prior approval from Assignments; or if closed, a superior officer. If safety concerns prohibit the officer from leaving a paid detail for a lunch break, the officer shall explain, in writing on the back of the detail card, the reason for not taking said break. If an officer reports for a detail, and the crew fails to arrive within a reasonable time (not more than one hour), the officer shall check with Assignments or the OIC to determine if he/she is at the proper location or if the contractor cancelled and failed to notify the station. An officer may not remain on a no-show detail for more than four hours without prior approval from Assignments or the OIC.
- e. Detail cards must be turned in as soon as possible after the completion of the detail. All cards are in triplicate and are to be completed by the officer and signed by the officer and the vendor/contractor in charge of the detail. A copy of the detail card will be provided to the vendor; the two additional copies are to be submitted to the Assignments Office. If a separate voucher is given by the vendor/contractor, it must be submitted (in duplicate) and attached to the Department issued detail card.

Any cash details will be handled in the same manner as all other detail cards. Officers should check off the box indicating "payment received" and shall indicate the amount received. Both the officer and the vendor shall sign the card. A copy (receipt) of the triplicate detail card shall also be given to the vendor. The officer will hand cash directly to Assignments personnel and shall not leave cash in the Assignments Office mail slot or under the door.

Assignments Personnel shall hand over all cash to the Chiefs Office for deposit to the City Treasurer's Office. [17.4.2]

- f. A total hour's chart shall be attached to the detail board and maintained by Assignments to reflect total hours of details, overtime, time owed, and refusals. **The hours will be reset to zero on January 1 and July 1 of each year.**
- g. The back of the detail sheet shall be lined for officers to sign if they desire work. If the officer decides that he/she does not want his/her name on the back of the sheet, the officer shall draw one line through his/her name and initial it. Only the individual officer or a Superior Officer may cross off names on the back of the detail sheet. Any officer who does so **MUST** initial it.
- h. Any officer who signs up for work and who refuses a detail or overtime, shall be charged eight hours refusal, regardless of the number of hours of the assignment. If the officer does not answer his/her phone, calls in sick for an assignment, or does not respond in a reasonable time to a message left, the officer shall be charged with a refusal.
- i. The Assignments Officer shall be considered the point of contact within the agency for purposes of coordinating and administering the extra duty employment, to include overseeing adherence to the policies and processes governing Paid Details. When the Assignments Office is unable to fill details or overtimes, the Commanding Officer - Platoon on Duty shall fill any details or overtimes during their absence, and shall only fill details and overtimes, which start prior to 07:00 of the next day the assignments office is open. [22.3.5 d]
- j. The first person assigned shall be the low person in hours. In the event of a tie, the senior officer shall be assigned.
- k. Any officer who works a detail or overtime and then calls in sick within sixteen hours after the detail completion will not be paid for that sick day. Exceptions are:
 - 1. The officer may choose to owe the department a day; or
 - 2. The officer submits a doctor's note excusing them because of illness. However, any officer who has achieved a distinguished or above average in the sick category of their annual evaluation may request a review by the Division Commanding Officer.

Any officer who calls in sick or injured shall not be eligible to work details or overtime for twenty-four hours following that sick day shift. It shall be the responsibility of the individual officer to inform any superior officer who calls to fill a detail/overtime that the officer is not eligible due to illness.

- l.** Officers are not to sign up for, or accept, extra duty for any shift if they have a scheduled court date or other duty assignment. They may be considered for work after release from court, or at the completion of their other duty assignment, if the list of names is exhausted.
- m.** Officers are responsible to check the Assignments Program and detail sheets, and accept any extra duty assignments not later than twenty-four hours from the start of the assignment, or they will be removed from the detail and charged with a refusal.
- n.** An officer undergoing FTO training shall not be entitled to details or overtime until the next **hours reset, either January 1 or July 1**. He/she may be considered for details in the following circumstances: During Phase I, if the list is exhausted, he/she may work details where there are two or more officers assigned, if one officer is an FTO or ranking officer, or an OIC is assigned. During Phase II, III, and IV, and prior to the next hour reset period, he/she may work details as noted in Section O. After completing FTO Training, and prior to the next start up period, he/she may work overtimes if the list is exhausted.
- o.** After exhausting the names on the detail sheets, the following procedures shall be used in order to fill open details:

All-page, officers in FTO as described in Section N, out of town officers authorized to work in Waltham.

p. All-PAGE:

- 1. DETAILS:** In the event a detail is unfilled using the above procedures, and it is deemed a public safety emergency by a supervisor, an additional all-page may be used to fill the detail. The OIC shall assign an officer from Patrol to cover the detail until an officer is hired to fill the detail, arrives at the detail. If the detail remains unfilled, Patrol must remain to cover the detail.
- 2. OVERTIME:** If a shift overtime becomes available due to an officer calling in sick, or taking an EPD; and, the list is exhausted;

and, an all page was sent; and, this list is exhausted, an additional all-page may be used to fill the overtime.