

Truro Police Department

EXTRA-DUTY EMPLOYMENT DETAILS

Policy Number: ADM-1.11
REFERENCE:

Effective Date: June 1, 2000
Revised Date: Dec 10, 2004

Accreditation Standards: 22.3.4
Mass. Gen. Law: Chap. 40, 8G, Chap. 41, 98A & 99,
Other: Truro Police Employees Federation Contract

POLICY: It is the policy of the Truro Police Department to allow extra employment duty in the form of paid police details. Truro Police officers engraining in extra employment details shall act as if he/she is on duty on any particular shift. The assignments of all details shall be made through the Truro Police Federation Contract, utilizing the rotation system. *(Revised December 10, 2004)*

PROCEDURE: The following Procedure shall be utilized when assigned an extra duty police detail:

- A. The guidelines set forth by the Truro Police Employees Federation Contract shall be utilized in the assignment of all details.
- B. All Truro Police officers, and other officers working a detail in Truro assigned by the Truro Police Department shall act in a professional manner at all times, and shall obey all rules, regulations, policies and procedures. *(Revised December 10, 2004)*
- C. All police officers working a paid detail are considered on duty, and shall use a police cruiser and defibrillator when authorized. .Police officers shall be expected to respond to requests for help or other exigent emergency circumstances as needed. *(Revised December 10, 2004)*
- D. The Chief of Police has the right to approve, review and/or revoke detail assignments as a result of manpower issues, disciplinary action, or emergency circumstances. *(Revised December 10, 2004)*

- E. All Truro Police Officers shall wear a prescribed uniform set forth in this manual.
 - a. Police officers working details shall utilize their presence for crime prevention and public assistance efforts, as well as performing their hired objective.

- F. Oversight of fiscal coordination and administrative and administration of all details shall be the responsibility of the Administrative Assistant. To be compensated for details: *(Revised December 10, 2004)*
 - a. A detail slip shall be typed, filled out with the appropriate information, and signed in duplicate.
 - b. One detail slip shall be turned into the Administrative Assistant
 - c. One detail slip shall be left with the contractor.
 - d. Hours will be recorded on the time sheets as appropriate.

- G. Review of the extra duty employment process may take place jointly with the Truro Police Employees Federation, or any elected sub-committee thereof.