


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 6.1.2
Accreditation Index:		Rescinds: Directive 6.1.2 of November 2019
Chapter: Six – General Procedures		Section: One – Organization and Management
Chief of Police: <i>John F. Viola</i>		

SUBJECT: PAID DETAILS AND SPECIAL OFF DUTY ASSIGNMENTS

I. PURPOSE

The purpose of this Directive is to establish policy governing Paid Details and Special Off Duty Assignments by members of the Haverford Township Police Department. Paid Details and Special Off Duty Assignments are paid through the Department payroll, covered by the Department’s liability insurance and administered by the Department.

II. POLICY

This policy is intended to facilitate the fair and equitable distribution of Paid Details amongst Police Department Personnel and the parameters for Special Off Duty Assignments.

III. DEFINITIONS

For the purpose of this Directive the following words and/or phases shall have the meanings defined as follows:

Paid Details – Assignments that are requests from businesses, schools, private citizens, organizations, etc. requesting the services of an off duty officer at a legitimate function or event. This assignment shall be approved, scheduled, and administered by the Haverford Township Police Department.

Special Off Duty Assignments – Assignments requiring the use of off duty officers to participate in special investigations, functions or events involving the Department. This assignment shall be approved, scheduled, and administered by the Haverford Township Police Department.

IV. PROCEDURES FOR PAID DETAILS AND SPECIAL OFF DUTY ASSIGNMENTS

- A. All Paid Details and Special Off Duty Assignments are conducted by officers of this Department who are in an off duty status.
- B. All Paid Details and Special Off Duty Assignments shall be approved, scheduled, and administered by the Department.
- C. Officers assigned to Paid Details and Special Off Duty Assignments, as outlined in this Directive;
 - 1. Shall retain all rights and powers of a Haverford Township police officer; and
 - 2. Shall maintain compliance with the established Department Code of Conduct, Code of Discipline, directives, and procedures, as well as all applicable Federal and state statutes.
- D. Paid Details shall be administered as follows:
 - 1. Paid Details
 - a) All requests for Paid Details shall be directed to the Records Office of the Police Department.
 - b) The Records Office supervisor shall receive approval for the paid detail from the Chief of Police or his designee.
 - c) The Records Office shall ensure that all paid details are distributed to the appropriate Patrol supervisor for distribution to sworn personnel.
 - d) All compensation for paid details shall be paid by Haverford Township through the regular payroll process with reimbursement paid by the Paid Detail employer to Haverford Township.
 - (1) Compensation shall be billed as outlined by the police department contract.

- e) The Deputy Chief shall periodically review Paid Detail assignments and make recommendations to the Chief of Police in areas concerning; operational issues, liability issues, supervisory concerns, personnel and management issues.
- f) The Chief of Police may, at his discretion, terminate the Department's participation in any Paid Detail or Special Off Duty Assignment opportunity; or suspend, or terminate the participation of any member in any such employment opportunity who has violated any provision outlined in Paragraph IV, subsection C2 of this Directive.
- g) All officers assigned to a Paid Detail shall report on and off duty to the on duty Patrol Supervisor. This information shall be forwarded to Del. Com. and noted on the Sergeant's Daily Log by the on duty Patrol Supervisor.
- h) Complaints received concerning the conduct or actions of any Paid Detail officer shall be initially investigated by an on duty Patrol supervisor and handled in accordance with Directive 2.3.1 Investigation of Employee Misconduct.
- i) The Records Office shall maintain documentation of all Paid Detail assignments to include the following information:
 - (1) A list of all officers participating in Paid Details.
 - (2) The name, address and telephone number of a contact person requesting to hire a Paid Detail officer.
 - (3) An accounting of all Paid Detail billings and payments.
 - (4) All correspondence between the Department and businesses, organizations, or individuals requesting a Paid Detail officer.
 - (5) All correspondence, or other documentation, concerning the approval or revocation of a Paid Detail employment opportunity.

2. Patrol Division Paid Detail Distribution Procedures

- a) Each platoon supervisor shall maintain a detail list. This list shall be kept according to seniority. After the most senior officer selects or refuses a detail his or her name shall go to the bottom of the seniority list and the next detail shall be offered to the next most senior officer. This procedure shall continue until all details have been offered to each member of the platoon.

- b) Officers accepting a paid detail are responsible to work this detail and perform all duties required while on the detail.
 - (1) Officers failing to work the selected detail may be subject to disciplinary action and/or suspension from participating in selecting future paid details for a period of time determined by the Chief of Police.
- c) Any detail not selected by any officer to be worked in the eligible platoon shall be returned to the Records Unit to be redistributed to the next available platoon eligible to cover the detail.
- d) In the event an officer who has selected a detail is unable to work the detail the officer shall return the detail slip to their supervisor as soon as possible. The supervisor shall then attempt to fill this detail using the procedures outlined in Section 2a) of this directive.
 - (1) If an officer, due to an emergency or an unusual situation, is unable to work a selected detail and there is not sufficient time to follow the procedures outlined in Section 2a) of this directive, the officer shall contact the on-duty supervisor and the on-duty supervisor shall contact the next senior officer in the appropriate platoon to be offered this detail.
 - (2) In the event that the on-duty supervisor cannot find an officer to cover the detail from the platoon assigned to have this detail, the on-duty supervisor shall then attempt to find an officer to work the detail by determining which platoon should next be offered the detail and the next eligible officer of this platoon shall be offered to work it.
 - (3) The on-duty supervisor shall ensure that he or she sends an e-mail to the supervisor of the officer who has agreed to work this detail and the supervisor of the officer not working this detail so that these platoon supervisors can adjust their detail list.

3. Special Operations and Detective Division Special Off Duty Assignment Distribution Procedures

- a) The supervisors of these units shall maintain an assignment list according to seniority. After the most senior officer selects or refuses an off duty assignment his or her name shall go to the bottom of the seniority list and the next assignment shall be offered to the next most senior officer. This procedure shall continue until all special off duty assignments have been offered to each member of the unit.

- b) Special Off Duty Assignments shall be assigned to these units in accordance with the nature of their job duties. Example: Seat beat detail may be offered to the Special Operations Unit personnel.
 - c) Patrol Division details unable to be covered by a patrol officer shall be offered first to the Special Operations Unit and then to the Detective Division.
4. Major Event Details
- a) These are events requiring more detail personnel than any one unit or division is able to cover. These events shall require a fair and equitable distribution based on seniority and/or the special needs of the event.
5. Special Off Duty Assignments
- a) All Special Off Duty Assignments shall be approved by the Chief of Police prior to commencement.
 - b) May be administered by a Division Commander or the Records Office of Police Department, depending upon the type of assignment and the staffing needs required.
 - c) The Chief of Police reserves the right to direct which officers are eligible for participation in a Special Off Duty Assignment.
 - d) The Chief of Police may terminate any Special Off Duty Assignment at his discretion.
 - e) Special Off Duty Assignments are reimbursed from the appropriate police department budget line. These assignments are not billable to any private business, organization, or individual.

BY ORDER OF THE CHIEF OF POLICE