



ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.26	DATE OF ISSUE: 1/31/2024	EFFECTIVE DATE: 2/12/2024
SUBJECT: Details & Overtime	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission #22.3.5; 26.0.3	____NEW __X__AMENDS ____RESCINDS	

I. POLICY

All sworn officers are eligible for extra duty assignments unless removed, for cause, by the Chief of Police. The Chief of Police, Deputy Chief, or Patrol Division Commander shall approve all extra-duty assignments. However, if neither is available, the shift supervisor may approve extra duty assignments in accordance with past practices established by the Chief of Police. **[22.3.5(A)]**

When the Chief of Police determines that the nature of extra duty work is considered detrimental to the professional law enforcement goals of the Department and/or not in the interest of the public the Chief of Police will deny the extra work detail.

Extra-duty police assignments are considered an extension of a sworn employee's Departmental responsibilities. This service is rendered during a period of time, not within the employee's regularly assigned hours of duty.

The Chief's Administrative Assistant is designated as the point of contact for extra duty details regarding the administration and billing of said details. The Patrol Division Commander is designated as the point of contact for extra duty details with regard to the adherence to department policies and procedures.

Sworn Officers are deemed acting within the scope of official duties while fulfilling extra duty assignments within the Town of Acton. The duties performed are restricted to the duties as set forth and authorized in the approved extra duty request, as provided by law or any order of the Chief of Police or their designee. Sworn employees engaged in extra duty assignments are representatives of the Acton Police Department and shall act in a professional manner consistent with all Department rules, regulations, policies, and procedures. **[22.3.5(B)]**

The extra duty pay scale is set forth in the agreements between the Town of Acton and the Superior Officer and Patrol Unions.

Extra duty police assignments that are prohibited include any form of employment which may involve a potential conflict of interest between the outside job and the

police job, or when the nature of the work is considered detrimental to the professional law enforcement goals of the department.

The following examples of prohibited assignments are not all-inclusive and will be amended as required:

- Employment as an investigator or in a capacity involving the use of police records for other than law enforcement purposes.
- Employment as a bill collector for any credit or collection agency or in any capacity involving the repossession of property or eviction from premises.
- Employment of any nature that can have a negative outlook on the Acton Police Department or the Town of Acton.
- Employment in any capacity that would interfere with an employee being recalled for emergency police duty or otherwise interfere with an employee's departmental responsibilities.

II. ELIGIBILITY FOR EXTRA DUTY ASSIGNMENT

All sworn employees are eligible to participate in extra-duty assignments unless there is written disapproval from the Chief of Police.

The Chief of Police for the following reasons can remove an approved employee from the extra duty assignment list:

- An unsatisfactory sick leave record or documented abuse of sick leave.
- An officer is assigned to light duty.
- Relief from duty pending an investigation or administrative action or as a result of disciplinary action.
- An officer's unsatisfactory performance based in part on too many hours working.
- Failure to follow policies and procedures.

Extra duty details will be distributed in a fair manner to employees in accordance with the current contract agreements between the Acton Police Department and the Town of Acton.

III. ADMINISTRATION OF SERVICE FOR EXTRA DUTY

A secondary employer requesting extra-duty police shall complete the Acton Police Department's Extra Duty Request Form. If the Chief of Police approves the extra duty, then the Patrol Division Commander is responsible for having the extra duty request filled. **[22.3.5(C)]**

Pre-payment by the secondary employer is required unless waived by the Chief's Administrative Assistant.

The Town of Acton shall pay employees for all extra duty details and the Town of Acton is responsible for collecting and billing the secondary employers.

IV. OVERTIME

The ability to work overtime is a requirement of employment. The assigning of overtime shall be regulated by the agreements between the Town of Acton and the Superior Officer and Patrol Unions.

In emergency situations or for proper manpower, the Chief of Police, Deputy Chief, Lieutenant, Sergeant, or shift supervisor may order officers to remain on duty. However, no officer shall be forced to stay more than sixteen consecutive hours unless there is an extreme need or no other officer is available.

Overtime will be distributed on a fair and reasonable basis.

All employees are prohibited from the submission of a false or fraudulent claim of hours worked for payment. **[26.0.3(6)]**

DETAILS & OVERTIME INFORMATION:

History: Manual I, Section II & III.