

Rules and Procedures

Rule 325

AUGUST 16, 2004

Rule 325 - PAID DETAILS

This rule establishes guidelines and procedures for police officers performing paid details and supersedes any previously issued directives.

Sec. 1 GENERAL CONSIDERATIONS: Police Officers are first and foremost employees of the Boston Police Department. The fact that a private business is providing compensation to the City of Boston for the services of the officer shall have no relevance in the performance of his official duties. Officers have the primary responsibilities of enforcing the laws of the Commonwealth, City Ordinances and protecting the safety of the public.

Sec. 2 AUTHORIZED DETAILS: Sworn officers may only accept details processed through the Department's established system. Under no circumstances shall an officer seek, solicit or promote paid details outside the approved system of detail distribution.

Sec. 3 AUTHORIZED VENDORS: Authorized vendors may request details at Area Stations. All new details must be approved by the Deputy Superintendent or a designee before the detail is authorized.

The Department may occasionally establish a list of vendors who are delinquent in payment and who are not eligible to secure a paid detail officer.

Sec. 4 AUTHORIZED METHOD OF PAYMENT: The authorized method of payment to sworn personnel for a detail is a City of Boston payroll check at the rate established by the Police Commissioner pursuant to collective bargaining.

Exceptions to this policy, such as in the case of details performed at non-profit shelters for the homeless, may be approved from time to time by the Chief of the Bureau of Field Services.

Those details transient in nature, such as carnivals and feasts, can be paid in person at the Detail Billing & Payment Unit, Room 506, Boston Police Headquarters, or may be paid directly to the officer in money order form made payable to the Detail Billing & Payment Unit. The money order must be attached to the detail card at the time the card is turned in. Under no circumstances shall an officer accept payment in cash. [Amended by S.O. 94-28, Aug. 29, 1994]

Pursuant to Rule 102, Section 22 of the Rules and Regulations of the Boston Police Department, officers shall not solicit, seek or accept any gift or gratuity, including food, drink or admissions to public transportation or public amusements for themselves or others, from an individual, merchant or business establishment, when it can be construed to involve their position as a Boston Police Officer.

Sec. 5 ASSIGNMENT: A paid detail is an official Department assignment. Therefore, all officers performing paid details shall adhere to all rules and regulations of the Boston Police Department.

Police Officers may not conduct personal business while performing a detail.

Officers performing a paid detail shall:

- Report to the detail on time;
- Personnel on paid details shall wear the standard uniform of the day, with cap, except they need not wear jackets when inside premises. Officers on outside details shall wear the uniform of the day with cap. (B.P.D. Rule 306, Section 4B)
- Remain at the location of the detail and perform the necessary police services for the duration of the contractual period.
- Perform only police services and offer no other considerations to the vendor.

Sec. 6 TRAFFIC DETAILS: Officers performing traffic details shall expedite traffic in the area of their detail and provide for the safety of the general public and the contractor by adhering to Rule 103-B of the Rules and Regulations of the Boston Police Department, Patrol Officers: Traffic Duty.

Sec. 7 DETAIL CARDS: Police Officers shall be personally responsible for submitting detail cards which accurately reflect the actual hours worked and shall not accept payment for hours not worked except where the "Four Hour Minimum" rule applies. Detail Cards must be submitted on a timely basis and for all details, including the cash details allowed by this rule. In the event that payment for the detail is made by other than a City of Boston payroll check, the detail card shall clearly indicate the method of payment.

Sec. 8 FITNESS FOR DUTY: A Police Officer who is unable to report for an assigned detail or who becomes sick while performing a detail must notify the Operations Division Sick Line. An Officer who must otherwise leave a detail must notify a supervisor via radio.

Police Officers who call in sick for a regularly scheduled tour of duty may not perform a paid detail until 48 hours after the beginning of the tour for which the officer called in sick, unless he or she has first returned to work and performed one full normal tour of duty. For purposes of this provision "normal tour of duty" does not include paid time off.

Police Officers on authorized bereavement leave shall not perform details during the period of relief.

Officers with medical limitations shall only accept details consistent with their physical capacity and only after receiving the approval of the department physician and the acknowledgement of the Area Commander.

Sec. 9 ACCEPTANCE OF DETAILS: Officers shall not accept or perform a detail which conflicts with a scheduled court appearance or overlaps with a normally scheduled tour of duty, an overtime assignment or another detail. However, the fact that an officer is performing a court assignment shall not bar him/her from accepting a paid detail, if one is available, provided that the scheduled detail time does not conflict with the officer's appearance in court.

Officers shall not change a normally scheduled tour of duty to accept a paid detail without the approval of the Commanding Officer.

Any police officer who is scheduled to perform a detail but is unexpectedly summonsed to court must notify a superior officer of his or her unavailability.

Sec 10 SUPERVISION: Commanding Officers of Areas, Sections and Units shall be responsible for the proper distribution and assignments of paid details.

Each Area Commander shall designate a supervisor to insure details are distributed in a fair and equitable manner.

The Patrol Supervisors shall be responsible for the supervision of paid detail personnel within their areas on their shifts. (This sentence rescinded in 1996)

Sec. 11 AUTHORIZED USE OF DEPARTMENT EQUIPMENT ON PAID DETAILS: There are occasions when the use of a department motor vehicle during a paid detail may be justified. Such a condition could be where a hazardous condition exists which would pose a threat to the safety of the officer and/or the vendor. Specifically, construction details conducted during the night hours, in poor weather or in the vicinity of heavy traffic may justify the use of a department vehicle. Permission for use of the vehicle may be granted by the Area Commander based on an assessment of the detail. However, the use of a department motor vehicle as simply transportation to and from the site of a detail is not permissible.

Department vehicle or motorcycle escort details may be permitted only with the permission of the Chief of the Bureau of Field Services.

The use of mounted officers during a paid detail may be authorized by the Area Commander.

The Department may assess the vendor for costs above and beyond the detail officer's pay which may be incurred during a detail. These costs may include, but not be limited to, civilian employees' salaries (hostlers, signal service employees) and vehicle maintenance.

Note:

- Amended by SO 07-033, issued June 7, 2007, SECTION 8, PARAGRAPH 2.