

 Cambridge Police Department	POLICY & PROCEDURES		No. 131	
	Subject/Title: Special Police Officer Paid Detail Program			
	Issuing Authority:  <hr/> Branville G. Bard, Jr. Police Commissioner	Review Date: June 20, 2018		
		Issue Date: December 5, 2018		
Effective Date: December 5, 2018				
References/ Attachments: Chapter 93 of the Acts of 2018		Rescinds:		
		Accreditation Standards:		

I. PURPOSE:

The purpose of this written directive is to describe the procedures that will be followed with regard to the appointment and utilization of retired City of Cambridge police officers as Special Police Officers to perform police details or any duties arising from police details or during the course of police detail work.

II. POLICY:

It is the policy of this department to provide paid detail services to protect lives, safety and property during construction, maintenance, and/or repair projects that take place on or near public ways within the City of Cambridge, as well as other police detail staffed public safety assignments designated by the Police Commissioner or his official designee. Given the high volume of requests for paid detail services, many paid detail assignments remain unstaffed on a regular basis. In an effort to fill this void, the department will utilize retired City of Cambridge police officers who have been appointed as Special Police Officers to perform certain police detail services.

III. SCOPE OF AUTHORITY:

Special Police Officers: Special Police Officers are retired police officers appointed by the City Manager of the City of Cambridge and sworn in by the Police Commissioner of the Cambridge Police Department. A Special Police Officer shall be appointed for a 1-year term, subject to renewal at the discretion of the City Manager; provided, however, that a special police officer shall be subject to suspension or removal by the City Manager at his or her discretion at any time. The City Manager as the appointing authority for the City will have the final say in all appointments and removals of Special Police Officers.

- Special Police Officers have the authority to enforce violations of Massachusetts General Laws (“State Law”) and Ordinances of the City of Cambridge (“City Ordinances”), which take place or have taken place within the boundaries of the City.
- Special Police Officers have the authority to arrest, summons, and issue a Massachusetts Uniform Citation or a City of Cambridge Violation Notice to violators of State Law or City Ordinances, pursuant to State Law or City Ordinances.
- Special Police Officers shall not violate the constitutional rights (United States Constitution or Massachusetts Declaration of Rights) of the offender(s), while enforcing State Law or City Ordinances.
- Special Police Officers are required to adhere to the same standards of behavior and Code of Conduct as a full time sworn police officer of the Department (“Cambridge Officer”), as well as the rules and regulations and policies and procedures of the Department.

IV. REQUIREMENTS:

Before appointment, candidates for appointment as a Special Police Officer must meet the following criteria:

- A.** Be a retired sworn police officer of the Department who retired under superannuation under G.L. c. 32, §5, who has not been retired for more than five (5) years (“Retired Cambridge Officer”). The Retired Cambridge Officer will have separated from service in good standing, which means that such Retired Cambridge Officer was not charged with, or suspected of, criminal activity at the time of retirement, nor was the officer under investigation or facing any disciplinary action for a violation of rules or policies of the Department and/or the City, or for any act of dishonesty.
- B.** Successful completion of a background investigation revealing nothing that would prevent the individual from being appointed by the City Manager in his or her sole discretion as a Special Police Officer.
- C.** Be under the age of 70 in conformity with requirements set by the Commonwealth of Massachusetts, which has established a necessary bona fide occupational qualification for all uniformed officers, including Special Police Officers. Special Police Officers shall only be allowed to work up to their 70th birthday.
- D.** Maintain an active Massachusetts Driver’s License and an active and unrestricted (for employment or all lawful purposes) Massachusetts Class “A” License to Carry Firearms issued from the city or town in which they reside.
- E.** Prior to appointment, shall be subject to a medical exam by the Special Police Officer’s physician and/or other certified medical professional or by the City’s physician, at the election of the Special Police Officer (collectively hereafter “Physician”), who shall complete and sign a medical certificate on a form provided by the City of Cambridge (“Medical Certificate”) to determine that the Special Police

Officer is in overall good general health (physically and mentally) and is capable of performing all the required duties of a Special Police Officer. The Physician shall submit the completed and signed Medical Certificate to the City.

- F. Shall be subject to an annual medical exam thereafter by a Physician, who shall complete and sign a Medical Certificate and submit it to the City.
- G. If the Special Police Officer has been separated from service for more than three (3) years, shall be subject prior to appointment to a medical and psychological exam by a Physician, who shall complete a Medical Certificate and submit it to the City.
- H. Special Police Officers, while on paid details in uniform, will be required to carry a 9 mm Sig Sauer p320 (carry model) handgun or other handgun approved for use by the Department by the Police Commissioner. This firearm must be inspected and approved for use by the Department's armorers before a Special Police Officer is allowed to work paid details.
- I. Special Police Officers shall be subject to rules, regulations, policies, procedures and requirements imposed by the Police Commissioner from time to time.
- J. A Special Police Officer's appointment shall automatically terminate when he/she reaches the age of 70.
- K. All benefits afforded to a Special Police Officer shall terminate upon the conclusion of his/her employment term.

Special Police Officers are encouraged to obtain a personal accident and indemnification insurance policy.

V. TRAINING:

- A. It will be the responsibility of all Special Police Officers to receive and complete all training requirements set forth by the Municipal Police Training Committee and the Department on a yearly basis. This includes attending annual in-service training, first aid, Automatic External Defibrillator, and firearms training. All training must be approved and accepted by the Municipal Police Training Committee and proof of completion must be on file at the Police Department prior to being allowed to work.
- B. Special Police Officers will be required to attend regularly scheduled annual In-Service training sessions of the Department in order to maintain certifications and for the consistency of specialized training programs of Cambridge Officers. There will be no monetary reimbursement for attending this training. Special Police Officers serve at the pleasure of the City Manager with the favorable recommendation of the Police Commissioner.

VI. UNIFORMS AND EQUIPMENT:

- A. Special Police Officers are required to purchase, repair, and replace their own uniforms and equipment.

- B. Special Police Officers, while on a paid detail in uniform, will wear the designated uniform of the day and may not vary the parts of the uniform without specific permission from the Police Commissioner or his or her designee.

VII. ORDER OF ASSIGNMENTS:

- A. Appointment as a Special Police Officer shall not entitle the appointee to assignment to any detail.
- B. The Police Commissioner or his or her designee will select Special Police Officers for detail offerings in the following priority:
1. Current Cambridge Officers;
 2. Retired Cambridge Officers who have become Special Police Officers;
 3. Current Harvard University and M.I.T. campus police officers;
 4. Current out-of-City active sworn police officers (in cities or towns that have signed Memoranda of Agreement with the City providing for service of such out-of-City active sworn police officers).

VIII. LIMITATIONS ON HOURS WORKED AND EARNINGS:

Retired Cambridge police officers serving as Special Police Officers shall be subject to the limitations on hours worked and on earnings restrictions as provided in paragraph (b) of section 91 of chapter 32 of the General Laws.