





POLICIES AND PROCEDURES MANUAL

	EXTRA-DUTY DETAILS	
	POLICY NUMBER: 22-6	ISSUING AUTHORITY  Christine A. Elow Police Commissioner
	EFFECTIVE DATE: January 1, 2025	

I. GENERAL CONSIDERATIONS AND GUIDELINES

The Cambridge Police Department is committed to providing a safe and secure environment for its community members at special events and worksites even when this responsibility can only be achieved with extra-duty assignments. These extra-duty assignments, also referred to as details, are administered solely by the police department though funded by outside vendors or contractors, such as a utility, construction company, or event organizer.

The Cambridge Police Department will provide, subject to the approval of the Police Commissioner designee, authorized police services for special or extra duty to both private parties and organizations. Such services shall be termed *Paid Police Details*. All Paid Police Details shall be authorized and managed by the Off-Duty Employment (Detail) Office except in emergency situations.

Police officers shall be assigned paid police duty on a rotating and equitable basis by alphabetical order in groups. This will afford all police officers the opportunity to select paid police detail duty on a fair and equitable basis. Police officers are not guaranteed, either by this policy or by the current collective bargaining agreement of either police association, a specific number of details or hours of paid detail.

II. POLICY

It is the policy of the Cambridge Police Department to:

- A. provide adequate coverage of contracted police services at special events and worksites;
- B. provide each officer employed by the department an equal opportunity to request and be assigned to extra-duty assignments for which they are qualified to work;
- C. administer, manage, and balance the issues and competing interests related to extra-duty employment in a fair and impartial manner; and
- D. direct all payments for extra duty employment through the Administration and Finance Office of the City.

III. DEFINITIONS

- A. *Code Red System*: Once all detail lists have been exhausted, and prior to contacting outside agencies, the department will utilize an *All Call* texting system in an attempt to fill surplus/available details.
- B. *Detail Committee*: Those officers appointed to represent their respective associations in matters that relate to detail assignments and procedures.
- C. *Detail List*: A daily sheet listing all available paid details in each calendar day, specifying location, vendor, start and finish times, and officer assigned.
- D. *Detail Office Personnel*: Those persons authorized and assigned by the Police Commissioner to the Off-Duty Employment Office, Administration Section.
- E. *Detail Slip*: Multi-copy form relating to a specific paid detail.
- F. *Eligible Off-Duty List*: Those officers in the three (3) groups collectively off-duty on a given two (2) day period, melded alphabetically, used on a rotation basis, and qualified by an electronic recording device of their choice to work a surplus detail during their days off.
- G. *Eligible On-Duty List*: Those officers scheduled to work a specific Day Shift, First Half Shift, or Impact Shift.
- H. *Late Detail Turn-In*: This is considered when an officer turns in a detail that they cannot perform within an hour of the start time of the detail.
- I. *Midnight Detail*: Those details which begin between the hours of 11:30 p.m. and 12:30 a.m., inclusive, and are a scheduled duration of six (6) hours or more.
- J. *Officer Eligibility/Assignment*: For the purposes of detail eligibility, all officers are assigned as either uniformed or non-uniformed. Officers in either category are eligible to perform surplus details in the other category.
- K. *Specialized Detail*: Those details requiring and assigned to an officer based on their present department assignment, such as a bicycle officer or motorcycle unit. Non-uniformed details are available to an officer assigned to an investigative or service/administrative function.
- L. *Strike Detail*: A special detail available to all personnel, by group assignments, regardless of their standing on either the uniformed or non-uniformed detail list.
- M. *Surplus Detail*: Those details which are not assigned to any officer on the Eligible On-Duty List.
- N. *Uniformed Detail*: A detail available to an officer assigned to any of the nine (9) patrol groups, assignment for detail purposes only. A uniform detail assignment may require an officer to wear plainclothes while performing the detail.

IV. PROCEDURES

A. 22.2.5 (M) Extra-Duty Employment

1. The department permits sworn personnel to engage in extra-duty employment with the following provisions.
 - a. All sworn personnel participating in extra-duty assignments must receive approval to do so from a department member authorized to give such approval.
 - b. The Code of Conduct shall regulate the behavior of officers on all extra-duty assignments.
 - c. The approval, review, and revocation processes pertaining to an officer's extra-duty eligibility shall be informed by the Collective Bargaining Agreement.
 - d. The detail sergeant reporting to the Lieutenant of the Records Unit is responsible for administering and managing all issues related to extra-duty assignments.
 - e. All pay due to an officer for work on a detail shall be administered and paid through the police department. Officers shall not receive any direct payments from outside vendors.
 - f. Documentation and records shall be maintained by the Detail Office.
2. Procedures for Uniformed Officer Details
 - a. Detail Office personnel will, upon receipt of a request for a paid police detail service, enter the appropriate information in the computer system and ensure the issuing of the appropriate detail slip.
 - b. Details will be distributed by the Detail Office, Administrative Sergeant, or other superior officer, beginning at 10:00 a.m. for the Day Shift and beginning at 6:00 p.m. for the First Half Shift unless otherwise determined by the administrative supervisor.
 - c. Distribution of details shall be carried out based on alphabetic rotation of the eligible on-duty list with each officer choosing a specific detail in turn.
 - d. Any officer who, due to their hours of work assignment(s), is in court, is excused for cause other than sickness, is in the Academy or other scheduled training, or is in formal association meetings with the department and/or City, must notify the detail office or the Front Desk at least 30 minutes prior to the beginning of detail distribution and ask for their preferred detail requests or submit requests in writing (the day prior).
 - e. Any officer may by-pass a detail, regardless of hours, during detail distribution and elect to wait for other detail offerings by notifying the issuing superior officer of their intent (R-1). If any detail becomes available, including turned in details, it must first go to the officers on Priority 1 who have not been previously offered. Once all officers have been offered an assignment on Priority 1, the list will continue with R-1s. Officers choosing to wait for new offerings on the R-1 list must take this detail or be issued a *refusal*.

- f. When a detail is for a specific supervisory rank, all superior officers from the eligible on-duty list, in order, may select or by-pass the detail. If all eligible on-duty superior officers elect to by-pass the detail, the order of selection shall reverse from the last eligible superior officer to the first eligible superior officer. Superior officers must then select that supervisory detail before picking any other detail or be marked as a refusal. This process is to take place before the distribution of any other detail offerings.
- g. Lieutenants shall be eligible to select a sergeant-specific detail whenever any such detail requires one (1) sergeant in a supervisory capacity and shall be included in the rank specific distribution rotation.
- h. Whenever any detail requires more than one (1) superior officer in a rank specific supervisory capacity, such details shall be distributed in the required manner within each rank category. Only those superior officers of the specific rank shall be eligible to select such details.
- i. Any officer who during their tour of duty becomes the complainant in a felony arrest and chooses to appear in court shall return the detail slip to the issuing sergeant for reassignment if the hours of the detail conflict with the required court hours. No officer is allowed to select and/or accept a detail if a prior Court Notification has been received but must notify the issuing sergeant if they want a detail after the completion of court. Any officer may call the Detail Office and request a detail upon completion of the court assignment. Any officer who has a 2:00 p.m. traffic court hearing may select any four, five or six-hour detail if the detail is completed by 1:30 p.m.
- j. After either the current detail list or eligible on-duty list is exhausted, officer or details shall be classified as follows.
 - (1) Priority One: Any officer on the eligible on-duty list (based on a 4 and 2 schedule) not receiving a detail for the following day shall be placed at the top of the list.
 - (2) Priority Two: Any officer on the eligible off-duty list may use the extra-duty app on any device to place their name on the detail list for the following day. Officers who want to work a detail on the following day must sign up no later than 3 p.m. on the day prior to the detail.
- k. A separate list will be maintained for midnight details.
- l. Any officer who is on scheduled vacation or any other approved time off and whose group is scheduled to work a specific shift may request to have a detail selected in their specific turn by using the app procedures as described above.
- m. Officers who are off as the result of a swap, and officers who are working a swap, will be eligible to pick in their regular positions.
- n. Officers may turn in any detail selected, without penalty if an opportunity arises to select a Strike or Midnight detail. Under no circumstances is an officer to select from two (2) different lists. Once a Strike or Midnight Detail is accepted, officers will no longer be

eligible on the regular detail list for that day. Once all detail lists (Priority One, Priority Two, and Three) are exhausted, officers may select from available surplus assignments.

- o. If an officer cannot work the detail they have chosen, it must be turned in immediately to the Detail Office during normal business hours or to the administrative sergeant and made available to the next eligible officer. This notification must be done verbally. E-mail or text will not be acceptable. If the administrative sergeant is not immediately available, the officer who is turning in the assignment may call the front desk, who will then be responsible for notifying the administrative sergeant. No officer is allowed to *give* a detail to another officer or *swap* details.
 - p. If either the eligible on-duty or off-duty list rotates completely, the list will drop down one (1) name the next time used.
 - q. Officers wishing to be placed on the Surplus List for uniformed details on a specific day shall use the extra-duty app to place their names on the detail list prior to 10 a.m. on the day they want to work a Surplus Detail.
 - r. Officers on the Off-Duty Eligible List called after 12:00 noon from December 1 through April 30 and after 9:00 a.m. from May 1 through November 30 will not be charged with either a detail or a refusal. Further, Day Officers on Priority 1 selecting details from the night list that have not been offered an assignment prior to the end of their shift, will also not be charged with either a detail or refusal for purposes of where to start the list on the following day.
 - s. In an effort to ensure that detail assignments are covered, officers should make every effort to turn in details that they are unable to perform at least one (1) hour prior to the detail start time. It is also agreed that if a vendor cancels a detail assignment within one (1) hour of start time, the vendor would be responsible for payment of the 4-hour minimum to the officer, unless assignment is a prioritized detail of more than 4 hours at which time it will be subject to a 7-hour minimum.
3. Procedures for Non-Uniformed Officer Details
- a. Non-uniformed details will be distributed by a superior officer designated by the Police Commissioner.
 - b. Distribution of details shall be carried out based on alphabetic rotation of the eligible on-duty uniformed list with each officer choosing a specific detail in turn.
 - c. Any officer not available to choose a detail will be placed on standby and may properly select a detail when contacted.
 - d. Any officer who refuses a detail must wait until the next rotation before being allowed to select again.

- e. If an officer cannot work the detail they have chosen, it must be turned in to either the issuing superior officer or the Detail Office and made available to the next eligible officer. No officer is allowed to give or swap a detail with another officer.
4. Details Requiring Specialized Units
- a. On an as-needed basis, specific details may be designated as specialized details for the purpose of having an officer with special training or assignment.
 - b. Specialized details will be distributed by the Detail Office on a rotating basis among the members of the specialized unit or section.
 - c. Upon the initiation of a specialized detail, the Commanding Officer of the Administration Section will be responsible for reviewing the purpose and such assignment on a daily basis.
5. Prioritization of Details
- a. The Police Commissioner and/or the Commanding Officer of the Administration Section will evaluate certain details in order to determine if a specific number of officers is required for the detail. Factors involved in the evaluation will include, but not be limited to:
 - (1) uniqueness of the detail and circumstances involved;
 - (2) location of the detail;
 - (3) safety features not common to non-priority details;
 - (4) pedestrian flow at the detail site;
 - (5) vehicle flow at the detail site; and
 - (6) bicycle traffic.
 - b. If a detail is classified as a Priority, the eligible on-duty officers may select any detail available on the list. If a priority detail is five (5) hours or less, the detail must be offered to officers on the Priority 3 list prior to any other details being offered to eligible off-duty officers on the call-in list. Any officer on the eligible off-duty list not taking a priority detail will be marked as a refusal.
 - c. Any priority detail of six (6) hours or more, or any priority detail of five (5) hours or less not taken by an officer on the Priority 3 list, will be offered to eligible off-duty officers on the call-in list. Eligible off-duty officers on the call-in list are required to select the *Priority* detail first before any other detail on the list can be selected.
 - d. Prioritized details may NOT be turned in for overtime, unless the officer turning in the prioritized assignment is:
 - (1) day patrol officer on a regularly scheduled day off, or
 - (2) an officer on the eligible on-duty list (Priority One).

- e. Both associations agree that if officers are taking prioritized details and turning them in to manipulate the distribution list, the above listed exceptions may be removed.
 - f. In the interest of shift safety, the Deputy of Administration or designee may allow additional officers (not allowed above), as an exception, to turn in prioritized details on an emergency, case-by-case basis.
 - g. The president of either association may confer with either the Police Commissioner or the Commanding Officer of the Administration Section regarding any issue that arises from a prioritization of a detail without prejudice to the grievance procedure included in the respective current collective bargaining agreement.
6. Rules and Regulations Specific to Details
- a. Police officers performing paid police details for the Cambridge Police Department shall be subject to all policies, including the Code of Conduct, of the Cambridge Police Department and shall be answerable for the same in their entirety.
 - b. Police officers performing paid police details shall sign the detail slip and have the person requesting the paid detail service or an authorized designee sign the same detail slip upon completion of such detail. The officer shall turn in the signed detail slip no later than 72 hours after the completion of same to ensure speedy billing and payment.
 - c. A police officer who has accepted a paid detail and subsequently finds it impossible to perform the assignment shall immediately notify the Detail Office or the Shift Commander of such.
 - d. If a vendor calls and changes the location of a detail prior to the start of work, the officer who signed up for the detail is obligated to go to the newly designated location to complete the assignment. Once the officer is at a prescribed location and subsequently the vendor changes location while work is still in progress, the officer is not obligated to change locations. Work must be completed at a location before the vendor can ask the officer to move.
 - e. No officer shall take a detail on a *short day*; officers must be scheduled to work both shifts in order to be designated a short day.
 - f. No officer shall accept a detail when they have prior notification of a pending court case which would interfere with the working of the detail or their attendance in court.
 - g. Police officers of the City of Cambridge shall perform only those paid police details which are received and subsequently assigned by either the Detail Office or the issuing Sergeant.
 - h. All uniformed police officers assigned to street details shall wear traffic belts, safety vests, or high visibility outer garments, be neat and clean in appearance, and wear the appropriate uniform at all times, particularly in inclement weather. Officers shall wear their full duty belt on any detail.

- i. Any officer who receives a check or money from the person or company they are performing the detail for shall turn into the Detail Office the check or money no later than 72 hours after receiving same to ensure speedy payment for the detail.
 - j. No officer shall be late reporting for their assigned detail or be absent from the detail without permission from the Detail Sergeant or Sector Sergeant with sufficient reason and then only for a reasonable period.
 - k. Regardless of rank or position within the police department, officers shall not actively solicit paid police details for their own personal benefit but shall notify the Detail Office or the Officer-in-Charge thereof of those situations or locations within the boundaries of their assigned routes or areas that they believe are in need of the services of a paid police detail due to special hazards or situations which are present and interfere or pose a danger to the community.
 - l. No officer shall leave any *street* detail until such time as the street/sidewalk is made safe unless:
 - (1) the detail is for vehicular/pedestrian traffic and the detail has expired;
 - (2) the job site has broken for lunch and the detail can be left in safety; or
 - (3) a personal relief.
 - m. If the company or contractor has a valid permit to perform such work, no officer is allowed to close down a street construction without authorization from a supervisor. Any questions should be referred to the Detail Office or Sector Supervisor.
 - n. No officer may work more than 16 consecutive hours on any one (1) detail.
 - o. A copy of the current detail list (uniformed and non-uniformed) shall be maintained in the patrol sergeant's office.
7. Disciplinary Procedures for Non-Compliance
- a. Any officer, regardless of rank, who has tampered with any detail list, tampered with any detail slip, acquired a detail other than through proper procedures, or violates any of the above policies and procedures will be subject to disciplinary action.
 - b. Any officer violating any of the above policies and procedures will be required to submit a written P650 report to the Commanding Officer, Administration Section, within a specific time period.
 - c. The officer, Association Representative, and the Detail Sergeant will appear before the Commanding Officer, Administration Section, who oversees the operation of the Detail Office, to state their case or arguments.
 - d. The Commanding Officer of the Administration Section shall determine if the officer has violated any of the above policies and procedures. The Commanding Officer's finding and

recommendation of discipline shall be forwarded to the Police Commissioner for final determination within five (5) working days of the hearing.

- e. Any officer having a complaint regarding details, their assignments, or distribution shall forward a P650 report with relevant information to the Commanding Officer of the Administration Section, with a copy to their respective Association Representative. The Commanding Officer of the Administration Section shall review the complaint within two (2) working days and have full authority and responsibility to carry out these policies and procedures, subject to review by the Police Commissioner.

8. Special Police Officer Paid Details

- a. 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 at the discretion of the City Manager 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.
 - (1) 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.
 - (2) 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.
 - (3) 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.
 - (4) 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 Cambridge Police Department, as well as the policies and procedures of the department.
- b. Before appointment, candidates for appointment as a Special Police Officer must meet the following criteria:
 - (1) Be a retired sworn police officer of the Department who retired under superannuation under M.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 the policies of the department and/or the City, or for any act of dishonesty.

- (2) Successful completion of a background investigation revealing nothing that would prevent the individual from being appointed at the sole discretion of the City Manager as a Special Police Officer.
 - (3) 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.
 - (4) Maintain an active Massachusetts Driver's License and an active and unrestricted (for employment or all lawful purposes) Massachusetts License to Carry Firearms issued from the city or town in which they reside or the City of Cambridge.
 - (5) 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.
 - (6) 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.
 - (7) If the Special Police Officer has been separated from service for more than three (3) years, shall be subject to, prior to appointment, a medical and psychological exam by a Physician, who shall complete a Medical Certificate and submit it to the City.
 - (8) 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 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.
 - (9) Special Police Officers shall be subject to the rules, regulations, policies, procedures, and requirements imposed by the Police Commissioner from time to time.
 - (10) A Special Police Officer's appointment shall automatically terminate when they reach the age of 70.
 - (11) All benefits afforded to a Special Police Officer shall terminate upon the conclusion of their employment term.
 - (12) Special Police Officers are encouraged to obtain a personal accident and indemnification insurance policy.
- c. 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.

- d. Special Police Officers are required to attend regularly scheduled annual In-Service training sessions of the department 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.
- e. Appointment as a Special Police Officer shall not entitle the appointee to any assignment to any detail.
- f. The Police Commissioner or 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; and
 - (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.
- g. 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.
- h. Retiree Officers who are on the evening list will be called after completing the Third Priority List.
- i. If Priority Details remain, they will be assigned to the Retiree Officers by the supervisor distributing details.
- j. Once the number of Priority Details is equal to or less than the number of Retiree officers on the list, officers on Priority 2 and Priority 3 will no longer be required to take a Priority Detail. The supervisor distributing details will then be allowed to offer the complete list to any officer still eligible to select a detail.

For example, if there are 15 Priority Details and 7 Retiree Officers on the list, the Second Priority Officers will only have to fill 8 of the Priority Details. Once the 8 Priority Details are filled, the remaining officers on Priority 2 and 3 will have the option of taking one of the 7 remaining Priority Details or any other detail on the list.