

WOLFEBORO POLICE DEPARTMENT

SOP 2.12

Date Issued: 12/27/2019

Review: 02/25/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

DETAILS

Policy To provide guidelines for details.

Purpose The purpose of this directive is to cover the following:

- Fair Labor Standard Act Details
- Definitions

Definitions *Details:* For the purpose of this order, a detail shall be defined as any paid extra duty assignment that is contracted through the police department.

Fair Labor Standard Act The provisions of this act will be complied with, as will any other State, Town or Federal law that mandates personnel procedures.

Details Security & traffic details will be provided by this agency when requested
Off duty Wolfeboro personnel shall be utilized.
Officers on details are considered “on-duty “and have the same authority as any other time
Detail Wolfeboro officers are bound by the same regulations and uniform guidelines as on duty personnel.
No officer will take action at the direction of any person which is contrary to the law or departmental regulation.
Outside agencies will only be utilized when no Wolfeboro Police Officers are available.

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Details and Outside Employment

Procedure Applications for details must be filed in writing at least 24 hours before the event.
Details
Application No guarantee will be made to any company that the service can be provided Only details within the jurisdiction of Wolfeboro will be authorized Details must be reviewed prior to assigning officers in regard to type of duty and officer safety. Unusual details, other than standard security & traffic, must be reviewed by the Chief prior to approval.

Billing Shall be billed out monthly by the Executive Assistant.

Supervision Shall be the responsibility of this agency.
A supervisor shall oversee any detail that may require the need to have activities coordinated. (special events, etc.)
The supervisor shall oversee adherence to policies, process and other supervisory matters on details.
Documentation shall be made on all details of the following:

- Arrests.
- Complaints.
- Incidents.
- Unusual occurrences.

These must be forwarded to the Chief with a Memo and any attachments

Approval All sworn officers are permitted to engage in special detail work assignments Unless – prohibited due to disciplinary matters.

Posting The designee officer will be in charge of all posting of details through a rotating list. Details that cannot be filled by this department will be referred to outside agencies.

Responsibilities

Position	Shall:
Memos	Follow department orders while on duty Memos regarding any incidents on a special detail must be forwarded to the Chief
Supervisor	Oversee any details
Executive Assistant	Bill all detail employers as needed

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Details and Outside Employment

Designee Officer	Approve any special details Oversee adherence to regulations concerning details
Chief and/or Captain	Review requests for outside employment Review any unusual request for Special Details

Forms

Private Detail Request Form – completed by contractor requesting the detail