

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 06/17/02	STANDARD OPERATING PROCEDURE	Revised Date: 05/21/08
Chief of Police: 	Details (Extra Duty Employment), 22.4	
Cross Reference: Applicable Union Contracts		Policy Sections: 22.4.4 Detail Administration 22.4.2 Detail Officer Responsibilities 22.4.3 Duties of On-Duty Shift Supervisors & Communications Center

PURPOSE

The purpose of this policy is to establish guidelines for extra duty employment details coordinated by the Elgin Police Department.

POLICY STATEMENT

It is the policy of the Elgin Police Department to provide specific police services to organizations desiring further police service or presence.

PROCEDURES

22.4.1 DETAIL ADMINISTRATION

- A. Extra Duty Details will be administered by the detail coordinator and supervisor as specified by the Deputy Chief of Support Services.
- B. Requests for details will be made to the Detail Coordinator and approved by the Detail Supervisor.
- C. The organization or entity requesting the detail must sign the Detail Acknowledgement Memorandum before the detail will be authorized.
- D. Details will be billed at a pre-determined rate as determined by the City Council.
- E. The Detail Supervisor may deny detail requests based on past failure to pay, officer safety concerns, City or Department Policy, man power shortage, scheduling problems, or conflicts of interest with the City or Police Department.
- F. No details shall be assigned to organizations or entities that have a primary business in serving alcohol unless required by city ordinance or special event requirements.
- G. The Detail Coordinator shall publish a detail list prior to the beginning of each 28 day schedule.

22.4.2 DETAIL OFFICER RESPONSIBILITIES

- A. Officers working extra duty details shall be held to the same standards and abide by the same written directives, rules, regulations, policies and procedures as when working regular duty assignments. Officers who miss a detail(s) or who violate written directives, rules, regulations, policies or procedures, may be subject to discipline.
- B. Officers desiring to work extra duty details must have completed field training. The officer shall make a request to the Detail Coordinator to have their name placed on the detail list.
- C. Officers are responsible for checking the detail schedule and working all assigned details.
- D. Officers unable to work an assigned detail shall be responsible for finding a replacement. If an

officer is unable to work a detail because of an illness, Communications shall be notified at least one hour before the start of the detail.

- E. Officers trading details will supply a form signed by the officer originally assigned to the detail and the officer who has agreed to work the detail. The form shall be completed and forwarded to the Detail Coordinator prior to the detail. The officer who accepts the detail will be responsible for working the detail. If no trade form is submitted, the originally assigned officer is responsible.
- F. Officer(s) who do not work assigned detail(s) within three 28 day schedules may be removed from the list for a period of 3 months.
- G. A written explanation must be supplied to the Detail Coordinator within 7 days when an officer misses a detail. If a written explanation is not received the officer will be temporarily suspended from the detail list until such time that the explanation is received.
- H. Officers who miss more than two details during any six month period will be suspended from the detail list for a period not to exceed twelve (12) months and are not permitted to work details during their suspension.
- I. Upon completion of the suspension period, officers must re-apply before detail assignments will be resumed.

22.4.3 DUTIES OF ON-DUTY SHIFT SUPERVISORS & COMMUNICATIONS CENTER

- A. During normal business hours calls received by communications concerning details shall be transferred to the Detail Coordinator or Detail Supervisor.
- B. If a call is received to cancel a detail during non business hours, an on-duty supervisor will be notified and will ensure the officer(s) assigned are notified.
- C. In situations where a Detail Officer is required by ordinance, and Communications receives notification that a Detail Officer has failed to report to duty, Communications shall notify the on-duty supervisor, who shall be responsible for attempting to locate a replacement. In extreme circumstances where the on-duty shift supervisor is not available, the supervisor may request assistance through communications.
- D. Communications shall notify the Detail Coordinator or Supervisor anytime information is received that an officer has missed a detail. In situations where a Detail Officer is required by ordinance, the person in charge of locating a replacement shall notify the Detail Coordinator or Supervisor via email or voice mail.