

City of Dunnellon, Florida Administrative Policy

Title: Special Police Detail	Effective Date: 06/21/2016
Originating Department: City Clerk's Office	Supersedes: All previous and existing memos or departmental administrative policies in conflict
Policy Number POL2016-01	Distribution: All Applicable Employees

PURPOSE:

This policy outlines the procedures to be followed when paying police employees for any "Special Police Detail" scheduled through the Chief of Police. All special detail worked will be at the approval of the Chief of Police and subject to the terms of any applicable union contract.

The "Special Police Detail" is not a substitute for traditional or normal Law Enforcement services. The Chief maintains the right to deny participation in the special police detail to any person, firm, organization or client in which the presence of an off-duty officer might be interpreted as a conflict of interest.

OBJECTIVES:

- To provide the Dunnellon community additional resources above and beyond normal level of service, for a fee, when staffing compliment safely allows for this resource to be provided. Any and all events worked by an off duty officer shall be within the jurisdictional boundaries of the City of Dunnellon unless an escort goes outside the city.
- To provide police officers the ability to volunteer for special detail assignments with the approval of the Chief of Police only when their schedule permits and the assignments do not result in an unsafe or unreasonable amount of hours being worked by the officer that would jeopardize his/her safety or the safety of the community.
- To ensure the City is properly reimbursed for any reasonable expenses including wage, benefits, gas, and vehicle expenses. The minimum charge shall be the amount applicable for 3 hours service, per employee used. A fee, plus mileage, shall be charged for each authorized vehicle used to fulfill an assignment which requires the use of a patrol vehicle.
- Officers will act within the scope and course of official duties while fulfilling permitted assignments and shall comply with all agency directives. If while working a detail, it becomes necessary to handle a situation requiring the officers authority, the officer working the detail will handle the situation if it is possible to do so without leaving his/her area of responsibility. If the officer cannot handle the situation without leaving his/her area of responsibility, the

on duty supervisor will be notified to assess the situation and determine how to proceed.

- If an individual is placed under arrest the on duty supervisor will be notified and will determine whether or not to pull the officer off the detail to transport and/or book the arrestee.
- No officer shall be eligible to work a special police detail while on light duty.

RESPONSIBILITIES:

The Chief of Police will:

- Consider requests for special detail work and assign an officer willing to accept such special detail assignment.
- Submit approved timesheets to the HR Department for payroll processing.
- Submit invoice to requestor for services performed at a rate of \$35 (Blue Run Park Detail) per hour and copy payroll processing clerk. However, the bill rate is to be reviewed and adjusted based on the specific detail requested and will be adequate to cover the City's expenses.
- Special detail pay will be processed once payment is received by the City Clerk's office for such service.
- Officers will receive \$30.00 per hour for special detail assignments.

The City Clerk's Office will:

- Process special detail pay for police officers through the regular payroll process following receipt of payment by requestor of special detail service.
- Monitor the expense to the City to ensure reasonable City expenses are being reimbursed through the special detail program to include FICA/Medicare Taxes, Retirement Expense, Work Comp Expense, Vehicle Insurance and Gas Expense.
- Blue Run Park Detail expenses as of this date are listed as follows:
 - 7.65% FICA/MED = \$2.30 @ \$30 per hour rate
 - Retirement Expense currently = \$0
 - 3.72% Work Comp = \$1.12
 - \$346 annual premium Vehicle Insurance = \$0.04 per hour
 - \$2.169 (@appx. 15 mpg) x 2 = \$0.29 (Appx. 1 mile each way to Blue Run Park Detail)
 - Total hourly expense for Blue Run Park Detail based on 2016 expenses = \$33.75

AUTHORIZATION

The Chief of Police has the authority to approve or deny special detail assignment requests. The City Clerk has the authority to adjust the billable rate or the payable rate to employees with reasonable notice to allow the City to recoup reasonable expenses.

Dawn M. Bowne, Interim City Manager

Date

Nathan Whitt, Mayor

Date