

	<p style="text-align: center;">MEDFIELD POLICE DEPARTMENT</p>	<p style="text-align: center;">POLICY NO. 4.13</p>
<p style="text-align: center;">DETAIL POLICY</p>		
<p style="text-align: center;">MASSACHUSETTS POLICE ACCREDITATION STANDARDS REFERENCED: NONE</p>	<p>DATE OF ISSUE: 06/25/2023</p> <p>EFFECTIVE DATE: 06/25/2023</p> <p>REVISION DATE: 11/03/2025</p>	
<p style="text-align: center;">ISSUING AUTHORITY:</p> <p style="text-align: center;">Michelle Guerette Chief of Police</p>		

I. GENERAL CONSIDERATIONS AND GUIDELINES

This policy regulates who, when, how and under what circumstances permanent full time sworn officers, special reserve officers and Civilian Auxiliary & Traffic Unit members (CAT) may work details within the Town of Medfield. There are certain standards that retired officers must meet before being eligible for details in accordance with Chapter 160, of the acts of 2002, signed and enacted on July 10, 2002. For the purpose of this policy, permanent full time officers who have retired must be sworn as a special reserve officer to work details.

Please refer to Medfield Police Department Policy (16.3.1) for standards and requirements specific to the CAT Unit.

II. POLICY

A. It is the policy of this Department that:

- The Chief of Police or the OIC shall determine whether activity conducted on any public way requires the services of an extra paid detail.
- Officers working details assignments do so on their off duty time.

Policies & Procedures

- Details may only be worked by permanent full time officers or by special reserve officers, subject to the collective bargaining agreement. CAT Unit members fall outside of the collective bargaining unit and are eligible for details only after full-time officers and special/reserve officers have been offered detail assignments.

III. PROCEDURES

A. Traffic Details shall be performed in accordance with department policy.

1. Officers shall inform the dispatcher when they arrive and leave the detail. The dispatcher will log the officer on and off of his/her detail.
2. The detail officer shall perform traffic direction and control functions to ensure the safe and efficient movement of vehicles and pedestrians and provide safety for workers and equipment that may be present
3. Officers are to have high-visibility/reflector outerwear in accordance with department uniform specifications when performing manual traffic direction and control functions. All officers shall wear such high-visibility outerwear, in addition to the prescribed uniform, whenever conducting manual traffic direction and control.
4. Officers shall carry service weapon that they have qualified with, handcuffs, a department portable radio and, if needed, a flashlight. CAT Unit members are prohibited from carrying firearms (16.3.1).
5. Officers shall position themselves in such a way as to be visible to traffic, and whenever possible be located between the traffic and the work crew, so as to provide safety for the work crew.
6. Officers shall not leave the detail site if a safety or hazardous situation remains.

B. Other Details

1. Officers working details on private property or at functions both public and private shall be mindful of the safety of all parties present.
2. Officers are responsible for monitoring the area for violations of the Massachusetts General Laws and By-Laws of the town of Medfield.
3. Officers shall wear the authorized department uniform and equipment.

IV. REQUIREMENTS

Detail Policy

- A. Detail Officers shall be governed by the Medfield Police Department Manual of Policies & Procedures and Rules and Regulations.
- B. Special Reserve Officers who are within the eligible age limits shall be required to work a minimum of 5 road shifts per year in order to be eligible to perform private details.
- C. Detail officers must be physically able to perform the tasks necessary to fulfill his/her duties and responsibilities. On an annual basis, Special Reserve Officers must provide the Chief of Police with a letter from his/her primary care physician indicating that he/she is physically fit to perform the duties and responsibilities relating to working police details.
- D. Detail Officers must be certified in both CPR and First Responder. Special Reserve Officers are responsible for maintaining these certifications at their own expense.
- E. Detail Officers must meet the department requirements for firearms qualification. Special Reserve Officers are responsible for firearms qualification at their own expense.
- F. Special Reserve Officers of the Medfield Police Department may work details within the Town of Medfield, and in another town.
- G. If additional officers are needed to fill open details, out of town officers may be used.
- H. Full time Police Officers shall attend annual in-service training at the department's expense. Special Reserve Officers shall attend annual in-service training at their own expense. Any officer who has not completed training and/or qualifications shall be removed from eligibility to perform police/detail duties within the Town of Medfield or as a representative of the Town of Medfield for any other department.
- I. Requirements for CAT Unit members can be found in Medfield Police Department Policy (16.3.1)