

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

16.02 SPECIAL DETAILS

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POLICY STATEMENT

The Erie County Sheriff is obligated to provide for the continued efficiency and effectiveness of the Erie County Sheriff's Office while simultaneously reducing or eliminating liability and potential conflicts of interest. To achieve this goal, the Sheriff must manage the agency utilizing reasonable controls to restrict or regulate the conduct of Sheriff's Office employees. At various times, the Sheriff approves the employment of Deputy Sheriffs for special details. This policy exists to provide the necessary guidelines for those working special detail employments.

DEFINITIONS

Employment—the provision of a service in exchange for a fee, object of value, or other service. Employment does not include voluntary charity work provided without any form of compensation, unless any property owned or issued by the Sheriff's Office is used in such voluntary charity work.

Special detail employment—any employment that is conditioned on the actual or potential use of law enforcement authority by a Deputy Sheriff; wages for which are paid for by any entity other than Erie County and that occurs outside of the Deputy Sheriff's scheduled work hours.

SPECIAL DETAIL EMPLOYMENT POLICY

Deputy Sheriffs may engage in special detail employment, as follows:

1. All special detail employment, either paid or voluntary, must be approved by the Sheriff or his/her designee.
2. The special detail employment rate of pay will be \$35.00 per hour, or other rate as mutually agreed upon between the Sheriff and the entity requesting the special detail employment. Unless previously approved by the Sheriff, all compensation due from special detail employment will be paid directly to the deputy(ies) working the special detail. In addition to the special detail rate paid directly to the deputy(ies) working the detail, a fee of \$18.50 per hour per cruiser needed to perform a traffic control or other function, as determined by the Sheriff, shall be charged to the requesting entity. The vehicle cost reimbursement will be paid directly to the Sheriff's Office to be deposited in the appropriate account.
3. Special details that will be considered for approval by the Sheriff are as follows:
 - a. traffic control; and/or
 - b. crowd control; and/or
 - c. security and/or protection of life and/or property.

SPECIAL DETAIL POLICY GUIDELINES

1. Special details will be filled based upon agency rank seniority.
2. Special detail notices will be posted by the Sheriff or Chief Deputy in an appropriate location that is available to all sworn members of the agency.
3. Any Deputy Sheriff wishing to work a special detail will print his/her name clearly in the space provided on the notice, along with the date and time that the name was placed on the notice. By placing his/her name on the notice, the Deputy Sheriff is accepting assignment to that special detail and is acknowledging that he/she will report for the special detail as required.
4. In the event that a Deputy Sheriff determines that he/she is unable to work a special detail after signing up to work, it is the responsibility of that Deputy Sheriff to locate another Deputy Sheriff willing to work the detail. If a replacement cannot be found, the Deputy Sheriff who originally signed up to work the detail will be responsible to work it.
5. Prior to twenty-four (24) hours before the starting time of a special detail, a senior Deputy Sheriff may

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bump a less senior Deputy Sheriff from a special detail by placing a single line through the less senior Deputy Sheriff's name and placing his/her name next to the bumped Deputy Sheriff's name. The senior Deputy Sheriff is obligated to notify the less senior Deputy Sheriff that he/she has been bumped from the detail.

6. No bumping from a special detail will occur within twenty-four (24) hours of the start of the detail, unless the special detail request was posted less than twenty-four (24) hours before its start.

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7. In the event that a deputy sheriff has bumped a less senior deputy sheriff from a special detail, and the senior deputy subsequently determines that he/she is unable to work the detail, the detail will be offered first to the deputy previously bumped from the detail in inverse order (last bumped, first asked) prior to the detail being offered to any other detail.
8. Unless otherwise posted, deputy sheriffs working any special detail will be dressed in the standard uniform of the day and will utilize a marked agency vehicle. In the event that it is necessary to affect an arrest during the special detail, the deputy working the detail will be responsible for all tasks associated with the arrest unless other arrangements are made with the shift officer-in-charge.
9. Deputies working special details represent the Erie County Sheriff's Office. Those entities that wish to employ deputies for special details make their requests with the understanding that a deputy or deputies will appear for the detail. It is a poor reflection on the agency when a deputy does not appear for a special detail after having committed to working it. Any deputy who does not report for a scheduled special detail will be subject to disciplinary action for a violation of Group I, Rule 3 of this agency's Rules and Regulations for failing to commence duties at the beginning of a scheduled work period.
10. Duties performed during a special detail are restricted to those duties customarily performed by members of this agency and as provided for by state and/or local statutes.
11. Deputies working a special detail are deemed to be acting within the course and scope of their official duties while fulfilling their responsibilities during the course of the special detail. All agency rules, regulations, policies, and procedures are, therefore, applicable while a deputy is working a special detail. Deputies working special details are obligated to communicate their location at all times, either to the dispatcher via radio or via mobile data computer.
12. Deputies working special details are authorized to use all issued agency equipment.
13. Any entity requesting special detail employment requiring the use of a cruiser throughout the employment period—i.e.: traffic control—will be billed separately by the Sheriff's Office at the rate of \$18.00 per hour, per cruiser. Said funds, upon receipt, shall be deposited into the general fund of the county.

PROHIBITIONS

1. No special detail shall be worked except as set forth above.
2. Deputies who are on medical or other leave—including, but not limited to—leave due to illness, temporary disability, an on-duty injury, or discipline, shall become ineligible to work any special details during the entire period of the leave unless specifically authorized to do so in writing by the Sheriff or Chief Deputy.
3. It is the responsibility of the individual deputy to schedule extra-duty details without conflicting with the deputy's normally scheduled duties. A deputy will not volunteer for special detail work that could physically or mentally impair the deputy to the point that his/her performance during regularly scheduled work hours could be affected. For this reason, the Sheriff always reserves the right to prohibit a deputy from working a special detail if it appears that such work is interfering with, or could interfere with, the deputy's regularly assigned duties.
4. No more than sixteen (16) total hours of regular, special detail, and off-duty work, in any combination thereof, may be scheduled by a deputy within a twenty-four (24) hour period without a six (6) consecutive hour break in any type of employment during that twenty-four (24) hour period. Obviously, the deputy is to ensure that regularly assigned full-time job duties are prioritized.
5. Special detail employment shall not, in any way, conflict with the objectives and mission of this agency or impair the agency's reputation. For these reasons, special details may be prohibited by the Sheriff or the Chief Deputy if working such details would not be considered in the best interest of the Erie County Sheriff's Office.