

# HONOLULU POLICE DEPARTMENT

## POLICY HUMAN RESOURCES AND TRAINING

April 8, 2015

Policy Number 3.20

### SPECIAL DUTY AND VOLUNTARY POLICE SERVICE

#### POLICY

Officers shall abide by the procedures set forth in this directive when performing special duty and voluntary police services for specific events and/or functions.

#### PROCEDURE

##### I. GUIDELINES

- A. Eligibility for special duty and voluntary police service is a privilege granted to officers by the department. An officer's eligibility is contingent upon the satisfactory performance of his or her regular police duties and special duty/voluntary police service assignments and his or her adherence to departmental policies, procedures, and standards.
- B. The process by which officers are assigned to special duty/voluntary police service is based on the principle of equitable treatment for all officers, with due consideration for the need to service special duty/voluntary police service requests in a practical and expeditious manner.
- C. Officers remain subject to departmental directives when engaged in special duty/voluntary police service.
- D. Civilian personnel may occasionally be assigned to perform special duty tasks which are similar to their regular assignments.
- E. Participation in special duty and voluntary police service is strictly voluntary.

- F. Officers working special duty may assist with general security, crowd control, traffic control, and/or traffic escort. Officers will notify dispatch when situations arise where additional assistance is necessary.

II. DEFINITIONS

- A. Authorized special duty/voluntary police service: Special duty/voluntary police service that is approved by the Chief of Police, the Major Events Division (MED) commander, or their designee prior to its performance.
- B. Emergency special duty request: A request for special duty personnel resulting from a natural disaster or other emergency that causes or threatens loss of life or property or may endanger public health, safety, and welfare. The term does not include any request that occurs outside of normal duty hours because of expediency or other nonemergency reasons.
- C. Officer: Any regular officer of the rank of metropolitan police officer or higher and reserve officers. The term shall also mean civilian throughout this directive except when a reference to officer(s) is unique to sworn personnel (e.g., wearing the uniform, responding to police calls, etc.).
- D. Special duty: A service provided by an off-duty officer acting in a police capacity. The officer receives payment from the employer for the services rendered.
- E. Special duty escort: An escort that involves the use of official police vehicles for which the requestor pays mileage fees. Such activities include:
  - 1. Movements for which city or state transportation department permits are required;
  - 2. Vehicular or pedestrian races, parades, or other events for which street usage permits are required (final determination to be made by the Chief of Police, MED commander, or a designee);

3. Funerals;
4. Assignments that require officers to operate subsidized vehicles with the blue light activated for visibility without stationary traffic or security duties (e.g., following a construction work crew); and
5. Other events for which the Chief of Police, the MED commander, or designee has determined that a special duty escort is authorized.

F. Unauthorized special duty/voluntary police service:

1. Special duty/voluntary police service that is solicited, coordinated, accepted, or performed by an officer without the prior approval of a request for such duty (see section I A above);
2. A special duty/voluntary police service assignment that is obtained by an officer without following proper procedures; or
3. A special duty/voluntary police service assignment that is obtained by an officer by any deceptive or coercive means.

G. Voluntary police service: The voluntary performance of a service for a person or organization other than the department by an off-duty officer acting in a police capacity. In this police capacity, the officer performs security, crowd control, traffic control, or traffic escort duties for which the officer receives no direct or indirect payment or compensation of any kind.

III. ASSIGNMENT OF SPECIAL DUTY AND VOLUNTARY POLICE SERVICE

- A. All special duty jobs will be available to eligible officers. Special duty assignments will be distributed by a computerized system that takes into account the officer's seniority and the number of special duty hours worked. Exceptions may be granted by the MED commander or designee.
- B. Officers may receive one special duty bid assignment every 24 hours.

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- C. Officers are limited to signing up to perform and/or performing up to 24 hours of special duty and/or voluntary police service a calendar week (Sunday to Saturday).
- D. All requests and changes for special duty jobs shall be accepted and processed only by special duty personnel. Inquiries from employers for special duty/voluntary police service occurring after business hours shall be referred to the special duty after-hours service.
- E. Officers shall not attempt to search and/or sign up for additional special duty jobs while on a special duty assignment.

#### IV. RESPONSIBILITIES

- A. The MED commander is responsible for the following:
  - 1. Coordinating all special duty and voluntary police service assignments. In this capacity, the MED commander acts for the Chief of Police and has the authority to grant or deny all special duty/voluntary police service requests.
  - 2. Maintaining a special duty/voluntary police service assignment system that operates in accordance with the policy spelled out in section I above.
  - 3. Permitting exceptions to the requirements of this directive when circumstances warrant.
  - 4. Receiving all special duty/voluntary police service requests during normal business and during nonbusiness hours.
  - 5. Providing commanders with current lists of the special duty rates and requestors' responsibilities as changes occur.
  - 6. Maintaining the assignment schedule.
  - 7. Informing element commanders or the Professional Standards Office (PSO) of reported violations so that investigations may be initiated.

8. Upon receipt of completed investigations, ensuring that the corrective action guidelines spelled out in section XI below are followed.
- B. All patrol district commanders are responsible for the following:
1. When applicable, ensuring that the watch commanders or designees make required checks of special duty and voluntary police service sites.
  2. Taking appropriate action under this directive when notified of alleged violations in their element.

If it is determined that officers from other elements may be involved in the same violation, the element commander shall refer the matter to the PSO via the chain of command.

- C. Watch commanders or designees are responsible for the following:
1. Accessing the special duty and voluntary police service assignments that occur in the district during their watch from the special duty computer system.
  2. Making periodic inspections of all unsupervised special duty and voluntary police service sites in their districts to ensure that assignments are being properly handled (permits, safety precautions, officer attire, etc.).
    - a. When a special duty assignment has a supervisory position attached to the job, the inspection and documentation responsibilities shall be handled by the assigned job supervisor(s).
    - b. If a special duty assignment's supervisory position is vacant, the watch commander or designee shall assist the special duty officers with their assignments. The watch commander or designee shall forward their contact information to the special duty officers assigned.



3. Documenting site inspections on the Inspection of Special Duty Site, HPD-57 e-form, and submitting the form to their district commander for review and retention.
  - a. When assigned supervisors are on the job, they will submit the completed HPD-57 e-form to the job area district commander on their next working day for review and retention.
  - b. If the assignment includes multiple shifts, one inspection shall be done for each assigned shift.
  - c. The completed inspection sheets shall be kept for at least two years.
4. Taking immediate, corrective action if violations are observed or if the employer brings a complaint to their attention and submitting a written report to the PSO commander through the chain of command.

If a violation is reported by the employer but the employer does not want to make a formal complaint, notification of the circumstances shall be made to the MED commander through the chain of command.

- D. Officers are responsible for the following:
  1. Ensuring that their special duty assignments obtained do not overlap with other special duty assignments and that they do not conflict with the officer's regular work schedule. An officer cannot be assigned to work at separate, active special duty jobs with overlapping schedules at any time.
  2. Ensuring that special duty assignments are scheduled to allow adequate travel time between assignments and/or on-duty work.
  3. Checking the special duty computer system, as necessary, to see if their assignments have been obtained, cancelled, and/or modified.

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4. Ensuring that their assignments are obtained via the special duty computer system prior to any work being completed.
5. Obtaining only assignments in which all requirements of the specific special duty assignment can be met, including supervisory rank and necessary equipment.
6. Ensuring that they do not sign up for or complete more than 24 hours of special duty assignments and/or voluntary police service in any calendar week as calculated from Sunday to Saturday.
7. Updating their personal profile information in the special duty computer system. Personal information must reflect their legal first and last names.
8. Ensuring that they abide by the user agreement within the special duty computer system.
9. Performing each special duty/voluntary police service assignment as agreed, including reporting promptly at the time requested.
10. Complying with this directive even if the special duty computer system allows actions that conflict with this policy.
11. Cancelling the assignment via the special duty computer system at least six hours prior to the start of a special duty/voluntary police service assignment if the job cannot be performed.
  - a. Special duty and voluntary police service assignments shall not be given precedence over court appearances and other duty requirements.
  - b. Special duty and voluntary police service assignments shall not be transferred between officers without prior express consent of the MED commander or designee.

- c. Special duty assignments may only be cancelled for the following reasons:
  - (1) Illness/injury;
  - (2) Family or other emergency; and
  - (3) Work or court appearance.
- d. To protect the integrity of the special duty system, there will be a limit to the amount of job cancellations an officer can have regardless of the reason.
  - (1) This limit will restrict the amount of cancellations an officer can have per calendar month without consequence. Each cancellation in excess of the monthly limit will result in a one-week restriction from viewing and taking available jobs.
  - (2) Officers shall not cancel more than half of the special duty jobs assigned to them in any 90-day period (minimum of four jobs obtained).
- 12. Responding to calls or the need for police service, even though the officer is on special duty/voluntary police service. If immediate action is not required, the officer on special duty/voluntary police service may refer a call for police service to on-duty personnel. In any event, the officer on special duty/voluntary police service shall take command of the situation until the on-duty officer arrives.
- 13. Reporting to the on-duty watch commander or designee anything connected with the special duty/voluntary police service assignment that might conflict with departmental policy or might adversely affect the department or its personnel.

The watch commander or designee shall assess the situation and determine what action must be taken. The watch commander or designee shall submit a written report to the MED commander describing the circumstances no later than the next working day.



14. Closing the special duty/voluntary police service assignment in the special duty computer system within seven calendar days upon completing the job. If the computer system is not accessible, officers shall call the Special Duty Section to request assistance.
  - a. Officers will be restricted from viewing and signing up for additional special duty/voluntary police service until officers close all of their completed jobs.
  - b. Officers shall not close a job before the assignment has been completed. If an officer cancels a job, the officer shall not close it until the end of their scheduled work shift to allow another officer the opportunity to fill the job.
  - c. Officers must accurately record all necessary information, including the amount of hours they were paid for or are owed and their job mileage (if applicable).
  - d. In the event that any assignment does not start or end at the scheduled time, the officer shall report the time change when closing their assignment in the special duty computer system. In the comments area, officers shall state the reason why the job was extended or shortened and the name of the employer's representative who made the shift adjustment.
    - (1) Officers shall not work more than two hours beyond the end of their scheduled shift.
    - (2) Officers shall remind the employer to put in a new request to the Special Duty Section when it is determined that the job will run longer than the two-hour maximum extension.

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- (3) The only exception to this two-hour maximum will be for escorts involving a mechanical failure that delays the completion of the movement. Officers may assist with the escort until completion and shall document the circumstances when closing the job for review.
  - (4) Working beyond the end of the scheduled work shift under section IV D 14 d (2) and (3) above will not violate the 24-hour-a-calendar-week limit for special duty.
  - (5) It shall not be mandatory for an officer to remain with a job which runs beyond the scheduled shift. However, notification to the on-duty watch commander or designee must be made if the job will pose a potential safety hazard or other significant issue if no officer is present.
- e. For each city and county special duty assignment, the officer shall complete a Special Duty Employment Request, HPD-57G form. The card will be attested to and signed by the city and county job supervisor.
- (1) The officer shall print the closed-job screen and submit it with the corresponding HPD-57G form to the officer's payroll, time and attendance (PT&A) clerk no later than two working days after the day the special duty hours are earned.
  - (2) The PT&A clerk shall record the appropriate information for the payroll within two working days.

V. SPECIAL DUTY AND VOLUNTARY POLICE SERVICE ELIGIBILITY

- A. Only officers who meet the following criteria are eligible to engage in special duty/voluntary police service:
  - 1. Successful completion of police recruit training, field training program (if any), and the initial probationary period. All other relevant training and certifications shall be complete and current.
  - 2. Certification by the city and county physician that the officer meets the requirements of the annual physical examination for his or her position without any restrictions (full-duty status).
  - 3. Approval by the element commander and the MED commander or designee of the officer's Special Duty Employment Request, HPD-57C form.
  - 4. Clearance by the MED of all previous special duty and voluntary police service requirements (e.g., closing of completed assignments).
  - 5. Performance of a special duty job will not exceed the officer's maximum hours allowed by this policy.
  - 6. Satisfactory performance of the officer's regular police duties, special duty, and voluntary police services.
- B. When an officer fails to meet one or more of the above criteria, the MED commander or designee shall restrict the officer's eligibility until all criteria are met.
- C. Reemployed officers must meet the requirements of section V A above and satisfactorily complete their probationary period before becoming eligible for special duty/voluntary police service.

- D. Commanders shall continuously review the regular police duty performance and attendance of their personnel who engage in special duty/voluntary police service and shall recommend the restriction of special duty/voluntary police service eligibility as necessary. Each recommendation must be approved by the officer's bureau chief before being forwarded to the MED.
- E. Reserve officers are eligible for voluntary and paid special duty jobs as long as they fulfill the requirements listed in section V A above and the requirements to be reserve officers in accordance with Policy 2.30, RESERVE OFFICER PROGRAM.
  - 1. Hours worked on special duty/voluntary police service jobs do not count toward the minimum hours required to maintain reserve officer status. Also, officers shall not work special duty/voluntary police service jobs during hours that conflict with required activities for reserve officers, such as the monthly training sessions and firearms qualifications.
  - 2. Reserve officers are not eligible for jobs that pay at overtime rates (e.g., city jobs).
  - 3. Reserve officers' eligibility for special duty assignments begins 48 hours prior to the job's start time.
- F. Officers in supervisory ranks may perform supervisory special duty/voluntary police service assignments at the specific rank listed in a special duty assignment. The necessity for supervisory personnel on special duty/voluntary police service assignments shall be determined by the MED commander or designee.

Officers must hold the specific rank or higher to be eligible for a supervisor position. Regular duty/temporary assignments are not applicable.

VI. PROHIBITIONS

- A. Officers shall not coordinate, accept, or engage in any special duty/voluntary police service without the prior written approval of the MED commander or designee.



- B. Officers shall not solicit any special duty.
- C. Officers shall not coordinate the switching of special duty assignments.
- D. Officers shall not use the personal information or access codes of another person to obtain, sign-up, cancel, or perform special duty jobs.
- E. Officers shall not allow their identities to be used by other officers or any other person to obtain or perform special duty jobs.
- F. Officers are allowed only one login account to the special duty computer system. Multiple login accounts are prohibited unless they are for authorized administrative purposes and approved by the MED commander or designee.
- G. No one shall decrypt an encrypted work or data or otherwise attempt to avoid, bypass, remove, deactivate, or impair any component or function of the special duty computer system.
- H. Officers shall not perform unauthorized special duty/voluntary police service.
- I. Officers shall not accept or engage in special duty/voluntary police service while on sick leave, injured leave, funeral leave, limited-duty status, standby for court and other police functions, restriction of police authority status, or assignment to a nonhazardous position due to pregnancy. Officers shall not accept or engage in special duty/voluntary police service during any period of military leave, suspension from duty, or leave without pay.

Officers shall not engage in special duty prior to going back to regular work after being on sick or injured leave. This restriction shall last for 24 hours after the end of the last missed regular work shift.

- J. Officers on family leave shall not accept or engage in special duty/voluntary police service during the hours spanning their regularly scheduled workday.



- K. Officers shall not engage in special duty/voluntary police service during the hours spanning their scheduled workday, including its meal periods and other breaks.

However, an officer may engage in special duty/voluntary police service during the last part of their scheduled workday as long as the officer is granted vacation leave or compensatory time off through the end of the scheduled workday.

- L. Officers shall not switch from one special duty/voluntary police service assignment to another without prior approval from the MED commander or designee.
- M. Officers shall not use vacation leave or compensatory time off to work special duty assignments, which pay at an overtime rate (e.g., city jobs).
- N. Officers shall not claim on-duty mileage on their subsidized vehicle auto record summary for special duty assignments which pay at special duty rates or for voluntary police service assignments.
- O. Officers shall not allow anyone to ride in their subsidized vehicle while on a special duty assignment unless specifically authorized by the MED commander.
- P. Officers on special duty/voluntary police service shall not conduct themselves in such a manner as to embarrass or discredit the department or the city government.
- Q. Officers are prohibited from performing any special duty/voluntary police service that:
  - 1. Will in any way reduce their effectiveness as members of the police department or restrict their performance of duty as police officers;
  - 2. Tends to influence their conduct in a manner inconsistent with the proper discharge of their duties as police officers, with their loyalty to the department, or with the public interest;
  - 3. Requires them to perform tasks inconsistent with their responsibilities and authority as police officers;

4. Involves the officer selling or serving liquor;
  5. Involves investigation or other work in which officers may use their access to police information, records, files, or correspondence;
  6. Infringes on or interferes with the department's neutral role in any labor dispute or other dispute of a civil or criminal nature;
  7. Requires or uses police authority for private purposes of a civil nature;
  8. Involves locations in which the officers' police commissions are invalid;
  9. Involves the direct or indirect advertisement or endorsement of commercial products;
  10. Implies partisan politics;
  11. Involves conditions such that the reputation or prestige of the department may suffer or conditions in which an officer's presence is not in the best interest of the department or the city government;
  12. Provides bodyguard service or duties similar to those of a bouncer/doorkeeper;
  13. Involves enforcement of specific or administrative violations for private interests; or
  14. Involves a request for general security covering an area, which duplicates an existing patrol function (e.g., a community association hiring a special duty officer to increase police presence in a residential area).
- R. In addition, officers are prohibited from performing any special duty/voluntary police service for an activity or event that:
1. Involves primarily the selling or serving of liquor, including the parking area(s) for an activity/establishment. Exceptions to this prohibition may be made for specific festivals, sporting events, and private functions by the MED commander or designee;

2. Involves the sale, distribution, display, or viewing of obscene or pornographic material or devices or any other product or service that appeals to prurient interest;
3. Involves the illegal sale of drugs, narcotics, or any narcotic paraphernalia;
4. Involves gambling or the sale or distribution of gambling devices, including pinball machines, or any other gambling paraphernalia;
5. Involves a sponsor who is under investigation or official scrutiny for unlawful, unethical, or deceptive practices; or
6. Requires them to use their police status, either directly or indirectly, to influence the outcome of any business transaction or civil or criminal matter.

VII. ON-SITE LIMITATIONS/REQUIREMENTS

- A. Officers shall not be accompanied by unauthorized individuals (e.g., family or friends) during special duty/voluntary police service assignments.
- B. Officers must wear the official police (class A) uniform at all times during special duty and voluntary police service assignments (see Policy 3.22, DRESS AND GROOMING STANDARDS, and the current collective bargaining agreement). Also, officers shall wear/carry the leather belt, required equipment (e.g., pistol, handcuffs, etc.), and police radio.
  1. The utility uniform shall not be worn except with the approval of the MED commander.
  2. Any uniforms and equipment used must conform with Policy 2.38, UNIFORMS, EQUIPMENT, AND FIREARMS.
- C. Officers must wear the approved cap/hat/helmet, traffic vest, and white gloves when employed for traffic duties. They must wear appropriate safety helmets that meet state occupational safety and health requirements when employed in areas where overhead construction is in progress.

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- D. Officers shall only use their approved police subsidized vehicles for special duty jobs requiring the use of motor vehicles. Refer to Policy 4.14, POLICE SUBSIDIZED VEHICLES.
- E. Officers must be familiar with the requirements of the Construction Site Check List, HPD-57B form, when employed at construction sites.
- F. For house-moving assignments, officers must:
  - 1. Ensure the validity of the contractor's building relocation permit prior to providing escort; and
  - 2. Complete and submit the House Moving/Building Relocation, HPD-288 form, to the Special Duty Section on their next scheduled workday after completing the assignment.
- G. Officers must ensure the validity and adherence to the requirements of a permit when an assignment requires a city or state permit (e.g., moving oversized equipment, closing traffic lanes, or using parks).
- H. The following special restrictions apply to escorts:
  - 1. Officers must obey all traffic laws when moving heavy equipment or oversized loads. For example, the "breaking of intersections" is not permitted (that is, creating a traffic flow contrary to the requirements of traffic-control devices at the intersection).
  - 2. Officers must obey permit specifications for races and parades. However, police discretionary powers may be exercised.
  - 3. Funeral processions shall be limited to a total of six vehicles, excluding police escorts.
  - 4. Officers must obey all traffic signals in escorting funerals, except under emergency circumstances.
  - 5. Escorts shall not be provided for the following:
    - a. Any promotion of commercial products for private enterprise;



- b. Weddings;
- c. Dignitaries, executives, or individuals representing private enterprises; or
- d. Other events that are deemed not in the public interest or that are incompatible with the dignity or integrity of the department.

VIII. SPECIAL DUTY COMPENSATION RATES

A. Special duty compensation rates are set by the department. The current rate schedule is maintained by the MED. Officers shall not engage in special duty at rates different from those in the current schedule, except as provided in sections VIII A 1 and 2 below:

- 1. An officer who accepts an assignment that calls for a lower rank shall be compensated at the lower rate.

If an officer has already obtained an assignment for a lower rank, the officer may not take an open supervisory position on the same job unless the supervisory position is first obtained via the special duty computer system unless approval is granted by the MED commander.

- 2. Special duty for another city department shall be considered overtime, and officers shall be compensated at time-and-a-half their current salaries. Captains and above are not eligible for city special duty jobs paying at an overtime rate.

- B. Officers using solo motorcycles for special duty shall receive hazard pay at the rate shown on the special duty rate schedule.
- C. Vehicle mileage will be paid by the employer under certain conditions. These rates are maintained in the special duty rate schedule.



- D. Charges for vehicle rentals, flares, and other departmental equipment are set by the department. The current rate schedule is maintained by the MED. When flares or other departmental equipment is used by an officer on special duty, the officer shall promptly report its use to the Finance Division so that the employer may be billed.
- E. Officers are paid by the employer and are working for the employer during their special duty job. Officers must check with each employer regarding possible breaks, lunch, or other payment issues. Issues not covered by departmental policy or the special duty rate schedule will be left to the employer's discretion.

IX. VOLUNTARY POLICE SERVICE

- A. Officers (including reserve officers) who wish to do so may donate police service during their off-duty time as long as the following requirements are met:
  - 1. The officer must meet all of the eligibility criteria.
  - 2. The officer must submit the Volunteer Special Duty e-form and obtain the approval of the MED commander or designee. The request must include the nature of the police service to be provided, the name of the organization sponsoring the activity, the nature of the activity, and the number of people expected to attend. The request must be submitted no less than two working days before the service is provided. Only e-form requests will be accepted.
  - 3. The activity for which police service is to be provided must not violate any of the prohibitions listed in this or other directives (e.g., regarding police escorts, construction-site inspections, donation of time or services to firms offering security services, and so forth).
  - 4. The police service must not be provided unless the request has been approved by the MED commander or designee. It is the responsibility of the requesting officer to ensure that the request has been approved prior to working the job.

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5. The circumstances for the police service must follow guidelines for regular special duty jobs and not present any unusual risk to the officer.
  6. The event must not be a for-profit activity that occurs more than twice in a calendar year.
  7. Officers shall not volunteer their time for the department or city to perform duties that they would normally be assigned.
- B. Officers who receive permission to provide voluntary police service shall be guided by the provisions of this directive.

X. VIOLATIONS

- A. Each alleged violation by an officer on special duty/voluntary police service shall be investigated by the element commander. However, if the violation involves officers from other division-level elements, it will be reviewed by the PSO.
- B. The investigator shall:
1. Conduct the investigation;
  2. Obtain a tracking number from the PSO and charge the officer with violating the applicable section(s) of the Standards of Conduct;
  3. Review the officer's disciplinary and special duty/voluntary police service records;
  4. Take appropriate corrective or disciplinary action or, in the case of the PSO, refer the case to the Administrative Review Board for a recommendation to the Chief of Police on corrective or disciplinary action. All corrective or disciplinary action shall be for cause. Such action shall be administered in a fair and impartial manner with due regard to the circumstances of the individual case;
  5. Determine if a special duty restriction or revocation is warranted based on the totality of the circumstances;

6. Inform the MED commander of the disposition, including any recommended restriction or revocation from special duty; and
7. If requested, forward a copy of the final report to the MED commander.

XI. CONSEQUENCES INCURRED BY OFFICERS WHO VIOLATE THIS POLICY

When the final report of investigation regarding alleged violations involving special duty/voluntary police service concludes that the officer's actions were not justified, the MED commander shall restrict or revoke the officer's eligibility for special duty/voluntary police service according to the following schedule:

A. General guidelines

1. Multiple violations involving a single special duty/voluntary police service assignment shall be considered one violation.
2. Multiple violations involving two or more special duty/voluntary police service assignments shall be considered multiple violations: one violation for each special duty/voluntary police service assignment.
3. The restriction range for a violation will be based on the officer's special duty violation history for the last 24 months prior to the assignment involved with the violation.

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B. Performing unauthorized special duty/voluntary police service or exceeding the 24-hour weekly limit for special duty

1. First violation
  - a. Minimum action: six-month restriction of special duty and voluntary police service eligibility
  - b. Maximum action: one-year restriction of special duty and voluntary police service eligibility

2. Second violation

- a. Minimum action: one-year restriction of special duty and voluntary police service eligibility
- b. Maximum action: two-year restriction of special duty and voluntary police service eligibility

3. Third and subsequent violations

- a. Minimum action: two-year restriction of special duty and voluntary police service eligibility
- b. Maximum action: five-year restriction of special duty and voluntary police service eligibility

C. Cancelling more than half of the special duty jobs assigned in any 90-day period; refer to subsection d (2), section IV D 11 above

1. First violation within 24 months

- a. Minimum action: three-month restriction of special duty and voluntary police service eligibility
- b. Maximum action: six-month restriction of special duty and voluntary police service eligibility

2. Second violation within 24 months

- a. Minimum action: six-month restriction of special duty and voluntary police service eligibility
- b. Maximum action: one-year restriction of special duty and voluntary police service eligibility

D. Missing a Special Duty Assignment Without Properly Cancelling

1. First violation within 24 months

- a. Minimum action: 30-day restriction of special duty and voluntary police service eligibility; also, three-month prohibition against working for the employer(s) for whom the special duty or voluntary police service was assigned
- b. Maximum action: three-month restriction of special duty and voluntary police service eligibility; also, a six-month prohibition against working for the employer(s) for whom the special duty/voluntary police service was assigned

2. Second violation within 24 months

- a. Minimum action: three-month restriction of special duty and voluntary police service eligibility; also, six-month prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
- b. Maximum action: six-month restriction of special duty and voluntary police service eligibility; also, one-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed

3. Third and subsequent violations within 24 months

- a. Minimum action: one-year restriction of special duty and voluntary police service eligibility; also, two-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
- b. Maximum action: two-year restriction of special duty and voluntary police service eligibility; also, three-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed



E. All violations except B, C, and D above

1. First violation within 24 months

- a. Minimum action: two-week restriction of special duty and voluntary police service eligibility; also, a 30-day prohibition against working for the employer(s) for whom the special duty/voluntary police service was performed
- b. Maximum action: 30-day restriction of special duty and voluntary police service eligibility; also, three-month prohibition against working for the employer(s) for whom the special duty/voluntary police service was performed

2. Second violation within 24 months

- a. Minimum action: 30-day restriction of special duty and voluntary police service eligibility; also, three-month prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
- b. Maximum action: three-month restriction of special duty and voluntary police service eligibility; also, a six-month prohibition against working for the employer(s) for whom the special duty/voluntary police service was performed

3. Third violation within 24 months

- a. Minimum action: three-month restriction of special duty and voluntary police service eligibility; also, six-month prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
- b. Maximum action: six-month restriction of special duty and voluntary police service eligibility; also, one-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed

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4. Fourth and subsequent violations within  
24 months

- a. Minimum action: one-year restriction of special duty and voluntary police service eligibility; also, two-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
  - b. Maximum action: two-year restriction of special duty and voluntary police service eligibility; also, three-year prohibition against working for the employer(s) for whom the special duty or voluntary police service was performed
- F. For all sustained investigations involving solely a violation or violations of this policy, documentation shall consist of a divisional counseling on an HPD-384 form. Progressive action will be addressed by the length of the special duty restriction as shown above.

For investigations involving violations of both the special duty policy and criminal law or other policies, documentation and restrictions will be handled on a case-by-case basis.

XII. EXCEPTIONS

Exceptions to the provisions within this directive may be granted by the Chief of Police.

9-2-2020



SUSAN BALLARD  
Chief of Police

Post on bulletin  
board for one week

Policy first issued  
August 15, 1998