



ACTON POLICE DEPARTMENT

		DEPARTMENT MANUAL; P&P: Administration	
POLICY & PROCEDURE # 4.27		DATE OF ISSUE: 7/8/2020	EFFECTIVE DATE: 7/8/2020
SUBJECT: DETAIL SLIPS		ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission # None		<input checked="" type="checkbox"/> X___NEW ___AMENDS ___RESCINDS	

I. PURPOSE

The Police Detail Tracking System is the system used by this Department for posting and filling details. Officers bid on available details and are awarded details based on an hours-based system. This written directive sets forth the Department policy for signing detail slips at the end of an officer's detail.

II. POLICY

It is the policy of this Department that electronic detail slips be completed and signed by the detail officer at the detail location upon completion of the detail using their mobile device.

The end time on the detail slip shall be the same time the officer is released from the detail. If the original posting time of the detail is different than the precise end time, the officer will adjust the end time in the Police Detail Tracking System to reflect the correct time.

DETAIL SLIPS INFORMATION

History: None