



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.11	DATE OF ISSUE: 1/30/2024	EFFECTIVE DATE: 2/9/2024
SUBJECT: SPECIAL OFFICER PROGRAM	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 16.3.1; 16.3.2; 16.3.3; 16.3.4; 16.3.5; 16.3.6; 16.3.7; 16.3.8; 22.2.5	<input type="checkbox"/> NEW <input checked="" type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

## I. POLICY

- A. At the discretion of the Chief of Police, the Acton Police Department may employ Special Officers for use in a limited capacity. Special Officers are not to be utilized for regular police patrols. Special Officers are utilized for detail work such as traffic details, parades, crowd control, and other necessary uses which are determined by the Chief of Police. **[16.3.1]**
- B. Special Officers are sworn in by the Town Clerk and take an Oath of Office every three (3) years. These records are kept on file with the Town Clerk.
- C. Special Officers have all the same police powers as regular full-time officers while they are on duty pursuant to M.G.L. c. 41 s. 98. However, their police powers are limited to the time they are on-duty. Special Officers do not have police powers when off-duty.
- D. Prior to being appointed, Special Officers must possess a High School Diploma or equivalent and meet all Massachusetts educational requirements. **[16.3.8]**
- E. The selection criteria for Special Officers are the same as that for full-time officers. See Recruitment and Selection Procedure (4.08). **[16.3.2]**
- F. Special Officers, at a minimum, must attend a POST/MPTC-approved recruit academy prior to undertaking any police powers or working in any capacity as a police officer (including details). **[16.3.3]**
- G. Once appointed as a Special Officer, the employee must maintain all State and Department mandated training. The officer will be required to attend annual in-service training equal to that of full-time officers. **[16.3.5]**
- H. Special Officers shall have the same uniforms as permanent full-time officers. See the department policy on Uniforms and Equipment. Special Officers are responsible for the costs of their additional uniforms. The Acton Police Department will supply the following equipment to Special Officers: **[16.3.4]** **[22.2.5]**
  1. One Class A uniform with cover
  2. Firearm and holster.

3. Two (2) magazines.
4. Two (2) badges: One (1) uniform shirt badge and one (1) cover badge.
5. Handcuffs and cuff case.
6. O/C Spray (Pepper spray).
7. Ballistic vest
8. Tourniquet
9. Any other items the Chief deems necessary.

Special Officers are responsible for additional approved equipment. Special Officers will return all provided equipment at the termination of their employment.

- I. At least once per year, Special Officers will be tested and qualified in firearms proficiency. Said Firearms Proficiency Test will be equal to the full-time officers and that of the MPTC and Massachusetts Regulations. It is the responsibility of a Special Officer to practice their firearms proficiency on their own time and at their own expense. If any Special Officer fails to qualify they will be immediately removed from duty. They will then be given remedial training, however, if they again fail to qualify they may be discharged from employment. **[16.3.6]**
- J. All Special Officers will have liability insurance coverage equal to that of the full-time officers. **[16.3.7]**
- K. Special Officers' duties are very limited to the aforementioned traffic details, parades, and crowd control. They are restricted from operating department vehicles in any patrol situation; using CJIS or department computers; taking reports or reviewing in-house records or reports; or any police seizure without a supervisor's approval.
- L. Special Officers are not covered by any contractual relation and are deemed employees at will. The Chief of Police may terminate a Special Officer for any reason he deems, as long as it is not in conflict with any anti-discrimination laws or established public policy.
- M. Special Officers do not have access to the CJIS, in-house department computer, or records of the Acton Police Department.
- N. Special Officers, as is consistent with full-time officers, will not be able to continue with employment as a Special Officer after their sixty-fifth (65th) birthday.
- O. Retired Officers who work details and parades will be sworn in as Special Officers. They must maintain all yearly training and qualifications that are required for Special Officers.
- P. Special Officers are authorized to take home their department-issued firearm; Special Officers shall abide by Massachusetts G. L. Chapter 140 Section 131L: Proper Storage of a Firearm.

## **SPECIAL OFFICER PROGRAM INFORMATION**

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**History:** None

## Appendix A

### Acton Police Department Special Officer Authorized Apparel and Equipment

The following apparel and equipment are to be supplied to all special officers hired by the Acton Police Department [16.3.4; 22.2.5].

#### **Apparel:**

- (1) Summer Uniform Short Sleeve Shirt
- (1) Winter Uniform Long Sleeve Shirt
- (1) Uniform Patrol Pants
- (1) Uniform (Class A) Cover with silver rope (Eiseman-Ludmar Co. #P/1301B)
- (1) Silver Shirt Badges
- (1) Silver Class A Hat Badge

#### **Equipment:**

- (1) Firearm (Glock model 21)
  - a. See Use of Force Policy 1.01
- (2) Firearm magazines
- (1) Black Level 3 Firearms Holster (Black Hawk Serpa #BH44113BK)
  - a. May be a standard low, mid (44H902BK), or high (44H900BK) ride
- (1) Can Level III Sabre Oleoresin Capsicum (OC) Spray
  - a. See Use of Force Policy 1.01
- (1) Pair Nickel Plated or Black Handcuffs
  - a. May be a chain or hinge
- (1) Black Leather Single Handcuff Case
- (1) Baton Holster (Monadnock Front Draw Holster #MON-3030)
- (1) Black CAT Tourniquet (Generation 7 or later)
- (1) Ballistic vest

- (1) Department Issued Police Identification Key Card and (1) Fob
  - a. The key card and fob are to be used to gain access to various areas of the Acton Public Safety Facility. If an officer loses their key card and/or fob they are to notify their shift supervisor as soon as possible. [72.4.3]

I, \_\_\_\_\_, have received the above clothing and equipment from the Acton Police Department. I understand that I will be required to surrender all Town of Acton property in my possession upon separation from service, or when otherwise ordered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_