



**TOWN OF NEEDHAM**  
**SPECIAL DETAIL WORKERS**  
**POLICY AND PROCEDURES**  
**Policy#516**

**I. PURPOSE AND SCOPE**

The purpose of this document is to outline the Town's policy and procedures on the assignment of Special Detail Workers by the Chief of Police or designee.

**II. APPLICABILITY**

This Policy applies to all employees of the TOWN OF NEEDHAM (the "Town"), classified in the title of Special Detail Worker 1 and Special Detail Worker 2 only.

**III. DEFINITIONS**

Refer to policy #100 for the definition of commonly used words.

**IV. POLICY**

- A.** The Town establishes the positions of Special Detail Worker 1 and Special Detail Worker 2 who shall be civilian, non-sworn personnel. These Special Detail Workers (SDW) will be assigned by the Chief of Police or designee, to work detail assignments but outside of the department consisting of (1) those performed for another Town department and paid from the Police budget and (2) those performed for another Town department and paid from that department's budget or a private organization or individual.
- a) Special Detail Worker 1 (SDW1) assignments may include current Town of Needham employees working as Public Safety Dispatchers, Animal Control Officers, Maintenance Worker/Custodians, and Traffic Supervisors.
  - b) Special Detail Worker 2 (SDW2) shall apply only to retired Needham Police Officers (receiving a pension from the Needham Contributory Retirement System).
  - c) Special Detail Worker pay rates will be established on Schedule C in accordance with the Town's Compensation Plan.
  - d) Special Detail Workers shall be eligible to be assigned special details as defined above, in accordance with the following:
    - 1. Private Details All detail assignments as defined above, shall first be offered to Needham Police, then to sworn Police Officers from communities which have entered into Mutual Aid Agreements with the Town of Needham and have been authorized by the Chief of Police to work detail assignments, and then to Special Detail Workers.

2. Town Details

- i. For the purposes of this section, and the determination of the priority order of employees working details, Town details shall be defined as details worked at the request of a Town department, including work performed by contractors for Town-funded projects.
- ii. Town details performed on roads which are not designated as "primary arterial" or "minor arterial" roads, shall first be offered to Needham Police Officers, then to Special Detail Workers, then to sworn Police Officers from communities which have entered into Mutual Aid Agreements with the Town of Needham and which have been authorized by the Chief of Police to work detail assignments.

- B.** All SDW2, working paid details shall be guaranteed a minimum of four (4) hours pay. Officers working details beyond four (4) hours shall be guaranteed four (4) hours additional pay for hours worked between four (4) and eight (8) hours. Hours worked beyond eight (8) hours shall be paid on an hour for hour basis. Those details which last for more than eight (8) hours of continuous duty by the officer shall be paid at an additional half time for all hours or a portion thereof, worked in excess of eight (8) hours. Any portion of an hour worked beyond eight (8) hours shall be rounded up to the nearest whole hour.

**V. EXCEPTIONS**

The Town Manager has the discretion to make exceptions to this Policy in the best interest of the Town.

**VI. ACKNOWLEDGMENT OF RECEIPT OF POLICY**

I acknowledge receipt of the *Special Detail Worker Policy (#516)* from the Town of Needham, and I have read its contents.

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Name (Print)

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Signature

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Date

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*Witness*