

**Ordinance No. 2397-21**

**AN ORDINANCE AMENDING ORDINANCE NO. 2388-21 ESTABLISHING  
PROVISIONS GOVERNING SPECIAL DUTY ASSIGNMENTS FOR POLICE OFFICERS**

**Section I**

**Section 2-65 Manual of Police Discipline, Practices, etc.**

- A. Subject to the approval**
- B. Special duty assignments for police officers are governed as follows:**

- 1. Purpose**

**For the convenience of those persons and entities which utilize the services of off-duty police officers and to authorize the special duty employment of Township police while off-duty, the Township hereby establishes a policy regarding the use of said officers.**

- a. Sworn officers of the Police Department shall be permitted to accept police related employment for private employers only during off-duty hours and at such times as will not interfere with the efficient performance of regularly scheduled or emergency duty for the Township.**
- b. Any person or entity wishing to employ a special duty police officer shall first obtain the approval of the Chief of Police (or designee), which approval shall be granted if in the opinion of the Chief, such employment would not be inconsistent with the efficient functioning and good reputation of the Police Department and would not unreasonably endanger or threaten the safety of the employee or employees who are to perform the work**

- 2. Administration by a 3<sup>rd</sup> Party Police Special Duty Detail Management System Company**

**When the Township contracts with a 3<sup>rd</sup> Party Police Special Duty Detail Management System Company, Section 1. (3), Section 1. (4) and Section 1. (11) is deferred until the 3<sup>rd</sup> Party Police Special Duty Detail Management System Company has expired or is terminated. Payments for Police Special Duty Detail will be made pursuant to the contract in force.**

**3. Escrow Accounts**

- a. Any person or entity requesting the services of a special duty police officer shall estimate the number of hours such services are required, which estimate shall be approved by the Chief of Police, and shall establish an escrow account with the Chief Financial Officer of the Township by depositing an amount sufficient to cover the rates of Compensation and administrative fees set forth in Subsection 8 for The total estimated hours of service.**
- b. Prior to posting any request for services of special duty police officers the Chief of Police or his designee shall verify that the balance in the escrow account of the person or entity requesting services is sufficient to cover the compensation and fees for the number of hours specified in the request for services. The Chief of Police shall not post nor offer a request for services from any person or entity unless all fees and compensation required in the manner described above have been deposited with the Chief Financial Officer. No officer shall provide any services for more hours than are specified in the request for services.**
- c. In the event the funds in said escrow account become depleted,**

**of off-duty employees shall cease and requests for further or future services shall not be performed or posted until additional funds have been deposited in the escrow account in the manner prescribed above.**
- d. The person or entity requesting such services shall be responsible for ensuring that sufficient funds remain in the escrow account in order to avoid any interruption of services.**
- e. Failure to pay. In the event the person or entity contracting for such services should fail to pay any balance due for services performed by**

**members of the Lawrence Township Police Department, such failure shall be deemed a violation of this Ordinance and subject the person or entity to the violations and penalties set forth below.**
- f. Exemption. All public utility companies that are under the jurisdiction of and regulated by the New Jersey Board of Public Utilities are exempt from the provisions set forth in this section requiring advance payment to the escrow account, provided however, that there are no amounts previously due that are outstanding prior to any officer engaging in any further special duty assignments.**
- g. The Township may choose to utilize a secondary service to administrate and perform the above actions related to the special duty employment process. These actions include but are not limited to: communicating**

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with said person or company to schedule extra duty assignments; scheduling the officers for said assignments; invoicing person or entity and receiving escrow and/or payments from person or entity in a manner set forth by the secondary service provider. The secondary

provider may charge an additional fee for services that are above and in addition to the fee structure stated above and utilize business type collection rules as set forth in the contract/agreement between the Township and the secondary service provider.

- h. The secondary service provider will reimburse the Township via ACH or other funds transfer methods, according to the fees set forth in this Ordinance, due to the Township and Officer, in a timely manner, usually coinciding with payroll periods for the special duty assignment that the officers have performed or were scheduled for in that period, in accordance with the above listed rules of employment between the Township and person(s) or entity seeking services.

#### 4. Requests for Service

All requests to the Township for the services of special duty police officers shall be forwarded to the Chief of Police or the secondary service provider for posting at least ten (10) days prior to the date that such services are required. Any employee assigned and working pursuant to this regulation shall be treated as an on-duty employee of the Township with the exception that wages earned for outside employment shall not be applied toward pension benefits, shall not be considered overtime and shall be paid at a rate of pay as described in

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- a. The Chief of Police will be responsible for scheduling employees who be assigned to special duty work as described herein.

- b. The Chief of Police may establish a limit on assignments per officer to ensure that special duty work does not impair an officer's ability to perform during regularly-scheduled tours of duty.

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- c. The Chief of Police shall determine if a Township vehicle is required for the special duty assignment and shall assign a vehicle in such cases as he deems necessary. A vehicle fee will be charged to the person or for the use of such vehicle(d). The vehicle fee will be charged at a rate

described in Subsection 9. No administrative fee will be added to the hourly vehicle rate.

- d. All police services within the Township shall be delivered by officers from the Lawrence Township Police Department. If the

**Chief of Police determines that the demand cannot be met by the Lawrence Township Police Department he may request additional law enforcement officers from outside agencies.**

**5. Special Duty Assignments Voluntary**

**The work to be performed shall be considered a special duty assignment from independent contractors and will not be considered a direct assignment. The taking of any special duty assignments shall be on a voluntary basis in accordance with a fair and reasonable system established and administered by the Chief of Police or the contracted 3<sup>rd</sup> Party Police Special Duty Detail Management System Company. Any employee of the Township assigned and working pursuant to this regulation shall be treated as an on-duty employee of the Township with the exception that wages earned for outside employment shall not be applied toward pension benefits, shall not be considered overtime and shall be paid at a rate of pay as described in Subsection 9.**

**The Township reserves the right to assign an on-duty employee to fill a special duty assignment that cannot be filled in such cases where the Chief of Police deems such action to be in the best interest of the Township. In such cases, the Township shall first have posted such assignment without attaining a qualified employee. Should an employee be assigned on-duty, the employee shall receive his/her regular rate of compensation for the assignment. The Township shall retain the right to bill for such an assignment.**

**6. Cancellation of Assignment**

**If an outside employment is canceled within twenty-four (24) hours, the officer will be paid a four (4) hour minimum at the appropriate rate.**

**7. Chief's Order to Vacate Assignment**

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**The Chief of Police has the authority to order any employee to vacate or any special duty assignment in response to emergency situations or whenever the assignment creates an unacceptable risk to health, safety and/or welfare of the employee and/or the public in the sole determination and discretion of the Chief of Police. The contractor shall not be responsible for any compensation for the time that the employee is away from the special duty assignment and shall have no claim for costs or damages against the Township, the Chief of Police or the employee arising from the termination of special duty assignment other than the prorated return of any costs prepaid to the Township.**

**8. Township to Provide Insurance Coverage**

The Township shall be responsible to provide all necessary insurance coverage, as required by law, including, but not limited to, workers' compensation, public liability, and claims for damage, for personal injury including death or damage to property which may arise as a result of the Township's performance under the contract. The Township may, however, discipline or remove any employee from eligibility for special duty assignments if, in the opinion of the Chief of Police, his/her job performance or actions place the Township in a position that may result in a claim for liability.

**9. Rates of Compensation; Administrative Fee; Payment for Services**

officers  
Rate of compensation for contracting the services of special duty police shall be established as described herein:

**Rates of Compensation; Administrative Fee; Payment for Services (hourly rates)**

School	\$50.00
Non-Profit	\$50.00
Ewing Lawrence Sewerage Authority (ELSA)	\$50.00
3 <sup>rd</sup> Party/Traffic	\$85.00
Holiday (observed)/Sunday (3 <sup>rd</sup> Party/Traffic)	\$100.00
Emergency (less than 24-hour notice)	\$100.00
Marked Patrol Vehicle	\$28.00
Administrative Fee Per Officer Hour	\$5.00

**10. Length of Assignment**

The minimum payment for any assignment shall be four (4) hours at the appropriate rate described above.

**11. Emergent Circumstances**

Nothing contained herein shall prohibit special duty assignments where emergent conditions make compliance with one or more provision of this Ordinance infeasible.

- a. Where emergent circumstances result in a request for a special duty assignment, the Chief Financial Officer may waive the requirement of an escrow deposit as provided for in Section 1. Paragraph B. 2 Administration by a 3<sup>rd</sup> Party Police Special Duty Detail Management System Company' and Section 1 paragraph B.3.a 'Escrow Accounts'.

- b. In emergent circumstances the Chief of Police may authorize a special assignment with less than the ten (10) day posting requirement provided for in paragraph B.4 'Requests for Service'.
- [c. In emergent circumstances where a special duty assignment is requested within 48 hours; but, more than 4 hours of the special duty assignment an additional cost of \$10.00 per hour will be added to the officer's rate. Requests within 4 hour of the special duty assignment an additional cost of \$25.00 per hour will be added to the officer's rate. The additional cost will assist in obtaining coverage during the late or emergent request for police services.]

**12. Violations and Penalties**

Unless another penalty is provided by New Jersey Statute, every person, entity, contractor or utility convicted of a violation of a provision of this Chapter shall be subject to a fine of not less that \$250 or more than \$1,000. This fine is in addition to any outstanding funds owed to the Township or secondary service provider regarding services performed by the Lawrence Township Police Department.

**Section II. Repealer**

This Ordinance repeals and replaces Ordinance No. 2281-17 in its entirety as well as all ordinances or parts of same that are inconsistent with any provisions of this Ordinance.

**Section III. Severability**

If any section, paragraph, sentence, clause or phrase of this Ordinance shall be declared invalid for any reason, the remaining portions of said Ordinance shall not be affected thereby and shall remain in full force and effect.

**Section IV. Effective Date**

This Ordinance shall take effect twenty (20) days after adoption thereof.

[ ] Indicate deletions

**Adopted: June 15, 2021**

**RECORD OF VOTE**

<b>COUNCIL</b>	<b>AYE</b>	<b>NAY</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>ABSTAIN</b>	<b>MOVE</b>	<b>SECOND</b>
<b>Mr. Bobbitt</b>	X						
<b>Ms. Lewis</b>	X					X	
<b>Mr. Powers</b>	X						X
<b>Mr. Ryan</b>	X						
<b>Mayor Kownacki</b>	X						