

**UPPER MERION TOWNSHIP POLICE DEPARTMENT**  
**POLICY AND PROCEDURE**

No. 850

Supersedes: NA

Effective: November 6, 2000

Page: NA Section: NA

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

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**DOCUMENTATION OF OFF-DUTY INCIDENTS**

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I. **PURPOSE:** To provide guidelines for all officers and employees of the Upper Merion Township Police Department concerning the proper documentation of public safety incidents occurring off duty.

II. **POLICY:** The Upper Merion Township Police Department requires that officers and employees involved in public safety incidents while off duty complete all proper notification and documentation.

III. **DEFINITIONS:**

**PUBLIC SAFETY INCIDENTS:** Any activity or event normally requiring response or service by Criminal Justice agencies, Fire Departments, Emergency Medical Services, or related agencies. Such events will be considered public safety incidents regardless of whether agencies actually responded. Incidents governed by this policy are those where actions are taken under the color of employment with Upper Merion Township. Examples include using the 800 MHz portable radio, identifying oneself as a police officer or employee of Upper Merion Township, or displaying a badge or identification as a sign of authority.

**OFF-DUTY:** Hours during which the officer or employee is not performing in their official capacity.

IV. **PROCEDURES:**

A. All officers and selected employees have been assigned a portable 800 MHz radio and charging unit. It is recommended that during off duty hours, this equipment be retained at the officer's/employee's home. This radio will then be carried by the officer/employee while traveling to and from work.

- B. All officer/employees have been trained on the proper use of the 800 MHz portable radios. When contacting any agency or individual outside of our police department, the individual shall use the **prefix "56"** followed by the assigned radio number (e.g. 56-701)
- C. The Statewide Municipal Police Jurisdiction Act (42 Pa. C.S.A., Section 8953) empowers officers to act in their official capacity when outside their primary jurisdiction and while off duty. This Act specifically outlines the various scenarios in which the officer may take action. All officers will receive training concerning this Act.
- D. Officers/employees involved in public safety incidents, as defined above, shall contact the Upper Merion Police Communications Center as soon as practical. Communications personnel will be instructed to initiate an incident titled as Off Duty Incident, coding it ODI.
- E. Communications personnel shall inform the shift supervisor who will determine if a command officer is to be notified. This determination will be based on the nature and seriousness of the incident.
- F. Upon returning to duty, the officer/employee shall complete a memorandum detailing the incident. This memorandum shall be submitted through the chain of command to the Chief of Police.

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

TO BE REVIEWED: ANNUALLY

DISTRIBUTION: All police officers  
 All police dispatchers  
 All civilian employees  
 Township Manager  
 File