
	LOWER MERION POLICE DEPARTMENT Ardmore, Pennsylvania	
	Policy 3.8.7	
Subject:		Distribution:
Off-Duty On-View Arrests		All Sworn Personnel
Date of Issue:	Expiration Date:	Rescinds:
06-01-2014	Until Amended or Rescinded	General Order: 98-07
References:		
CALEA: N/A; PLEAC: N/A		
By Authority of:		
		Superintendent of Police

PURPOSE

This policy establishes a procedure to be followed by Police Department personnel when an off-duty police officer apprehends a person or persons for an illegal act.

DEFINITIONS

- A. On-Duty Police Officer - A police officer working a regular or scheduled tour of duty.
- B. Off-Duty Police Officer - A police officer not on a regular or scheduled tour of duty.

PROCEDURES

- A. An on-duty police officer shall be dispatched when a complaint is received concerning an apprehension by an off-duty officer.
- B. The on-duty police officer shall conduct an investigation of the incident and take a statement from the off-duty police officer.
- C. The on-duty police officer shall prepare the necessary reports to include an Initial Report and the Arrest Report.
 - 1. The off-duty police officer shall be the arresting officer and shall sign the Arrest Report.
 - 2. The Criminal Complaint shall be made out by the on-duty police officer but signed by the off-duty police officer.
- D. The off-duty police officer shall attend any hearings or court proceedings associated with the case.

- E.** An on-duty Platoon Supervisor shall supervise the arrest, investigation and incident reports for the case.
- F.** No off-duty officer is permitted to become involved in the investigation of any case involving an immediate family member unless authorized to do so by a Division Commander.

RESPONSIBILITY

- A.** It is the responsibility of all supervisory personnel to ensure that officers under their immediate supervision comply with this policy.
- B.** All personnel using their authority to arrest must use that authority within established guidelines whether on or off-duty.