

From Hadley Police Record's Department <records@hadleyma.gov>
Subject **Automatic reply: [Hadley MA] ACLU Public Records Request (Sent by Emiliano Falcon, efalcon@aclum.org)**
To Emiliano Falcon-Morano <efalcon@aclum.org>
Date Thu, 9 Apr 2020 13:24:38 +0000

Hello,

I have set up automatic replies to assist in our new procedures for booking police details.

My office hours are Mon-Fri 8am to 4pm.

Should you have an accident report request or records request

I will get back to you as soon as possible or call 413-584-0883 and ask for Lauren in Records.

PLEASE READ BELOW FOR GUIDELINES FOR BOOKING A DETAIL

Dear Vendor,

We commence in assigning details at 3:30pm daily, and would like to have all requested details in to our station prior to 3pm.

After 4pm, EMERGENCY details such as water-main breaks, electrical wires down, etc. ***will still be filled via dispatch by on-duty staff***; **NON-emergency** details will be directed to my ***e-mail*** (listed above) to be assigned the following work day.

Anyone requesting a detail for a Monday (or a Tuesday on a holiday weekend) must have requested a detail officer by Friday at 4pm.

Please know that the more advanced notice you can give us, the better our chances are to fill the detail.

Please do not leave detail requests on my voicemail, as I am not aware of them until the next time I am in the office. E-Mails can be forwarded to appropriate staff in the event I am out of the office and a detail needs to be filled.

For all details, it is your responsibility to ensure that the officer is briefed by you or your designee as to their responsibilities. Please include them, when possible, in any work briefing.

For all road construction work, unless it is unavoidable (such as a hole in the roadway), *work crews are not to take lunch with equipment in the roadway.*

Please find the requested e-mail format below:

Please note that categorize our details based on importance.

Emergency- This is for an active on-going matter that effects public safety, such as trees or wires down, broken utility pole, water main break, etc.

Critical- This is for non-emergency details but where completion is required due to allocated staffing, sub-contractors, equipment or materials.

Routine- This is for details that can be rescheduled.

Detail Request Format:

Subject Line: CRITICAL Hadley DPW Detail Needed on 3/5/19

Body of Email Should Include the Following Information:

Location of Detail/Meeting Place

Traffic or Security

Uniform or Plain Clothes

Cruiser Needed (Y/N)

Number of Officers Needed

Site Foreman/Supervisor/Contact including cell phone number

Billing Information including PO, Contract or Work order number

Email address for billing if applicable

Brief Description of work to be done

*****Should you need to CANCEL a detail, you must do so more than 8 hours prior to the start time of the detail or you will be charged for the minimum of 4 hours detail rate pay.**

Thank You!!!!