CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 14-02

DATE: NOVEMBER 08, 2013

CANCELS:

TO: ALL PERSONNEL

INDEX AS:
ADMINISTRATIVE TRANSFERS
TRANSFER REQUESTS
INVOUNTARY TRANSFERS

SUBJECT: TRANSFERS

I. POLICY

With few exceptions, the Ballwin Police Department shall fill vacant assignments within the Department, including specialized assignments, through promotion and/or transfer when possible. Vacancies will be filled without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion, sexual orientation, or familial status.

II. SPECIALIZED ASSIGNMENTS

The Department shall post anticipated openings for internal vacant assignments and specialized assignments throughout the Department and fill positions through a pre-announced selection process which will vary from position to position. Final selection and determination will be made by the Chief of Police.

III. ADMINISTRATIVE TRANSFERS

A. Administrative transfers may be made for a variety of reasons, including but not limited to: manpower shortages, light duty, disciplinary actions, job performance, and expertise.

B. The Chief of Police maintains the authority to assign, reassign, or transfer any member to such duties or organizational components as he believes best serves the interests of the member, the Department and the Community.

C. At no time will this policy interfere with the prerogative of the Chief of Police to transfer permanently or temporarily any member when it is deemed necessary. Involuntary transfers are not subject to appeal.

IV. TRANSFER REQUESTS

The Chief of Police will be responsible for the approval of transfer requests. If a request is approved, it will then be forwarded to the appropriate bureau commander for processing.

BY ORDER OF: Chief Steven Schicker 11/11/13
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 11/22/13
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

14.2

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 14-03

EFFECTIVE:	FEBRUARY 19, 2015	CANCELS:	GENERAL ORDER 108-09
TO:	ALL PERSONNEL	INDEX AS:	SCHOOL RESOURCE OFFICER SCHOOL LIAISON
SUBJECT:	SCHOOL RESOURCE OFFICER		

I. PURPOSE

The purpose of this General Order is to establish the position of School Resource Officer. The officer is assigned to work with school officials to provide a safe and secure environment for education. The officer is part of the school staff and is involved in school security, discipline and student and staff education.

II. RESPONSIBILITIES AND DUTIES

A. Security Duties

1. Perform or direct investigations (e.g., interviews, evidence collection, case development and court presentation) of criminal offenses occurring on school property or during school sponsored activities.

2. Provide a visible security presence in school.

3. Serve as liaison to the principal, assistant principal, district superintendent, and law enforcement agencies in matters relating to delinquent and criminal activity associated with the students who attend school in the area to which the officer is assigned. If formal police interviews are conducted all legal requirements and school policies will be followed.

4. At the request of the school administration, take appropriate law enforcement actions against intruders and unwanted guests who may appear at the school and related school functions to the extent possible under the law. Whenever possible, advise the principal when additional police assistance is requested on campus.

B. Administrative Duties:

1. Be a functioning member of the building administrative team.

2. Participate in faculty meetings as a member of the faculty.

3. Attend and participate during in-school functions as appropriate.

4. Keep updated on the Federal, State, and City ordinances as they apply to the district.

5. Provide information concerning safety and security matters and trends within the district.

6. Work such shifts and hours that are necessary to successfully fulfill assigned duties and be available at times of special needs or emergencies.

7. Any other duties as assigned by the building principals which fall within the guidelines of the Ballwin Police Department.

8. During cancelation of school due to inclement weather, facility failures and/or school scheduled days off, the School Resource Officer will report to the Commander of the Bureau of Field Operations, at his regularly scheduled starting time, for reassignment.

C. Educational Resource Duties

1. Serve as a resource for instructional units to students on issues related to:

   a. Alcohol and drugs
   b. Law and the role of law enforcement
   c. Violence prevention
   d. Personal safety
   e. Driver education

2. Advise district administrators, counselors and other staff members on matters involving students or staff safety.

3. Provide informational in-service programs for staff on issues related to alcohol, drugs, the law, violence, gangs, safety and security.

4. Provide faculty training on skills relating to violence prevention, violence diffusion, and creating and maintaining a safe environment.

5. Present programs to parents on issues related to tobacco, alcohol, drugs, violence prevention and safety.

6. Hold conferences with parents and students to assist them with the problems of tobacco, alcohol, drugs, crime prevention and personal safety.

7. Meet with parents and students to assess problems and make referrals to community agencies.

8. Provide a positive role model for district students.

III. SUPERVISION RECEIVED

The School Resource Officer is assigned to the Division of Patrol Support and reports to the Supervisor of the Special Operations Unit. The School Resource Officer also receives supervision from the principal and assistant principal of his/her school(s). Evaluations will be completed by the Supervisor of the Special Operations Unit with input from the school principal(s).

IV. QUALIFICATIONS

A. Experience in developing and presenting instructional sessions.

B. Desire to prevent tobacco, alcohol, other drug use, violence and other criminal activities among students.

C. Ability to relate to faculty, staff, students, and parents.

D. Ability to work professionally within a school setting.

E. Ability to verbally present ideas and instruction.

F. Strong public speaking/media relations skills.

G. Willingness to investigate work place instances involving school employees.

V. SELECTION PROCESS

A. Those officers wishing to participate in the School Resource Officer Program should indicate their interest by memorandum when an opening becomes available. The minimum qualifications are as follows:

1. A minimum of three years law enforcement experience, with at least two years as a commissioned officer with the Ballwin Police Department.

2. The officer shall not be on probation at the beginning of the selection process.

3. The officer must successfully complete an approved School Resource Officer Certification course.

B. Officers possessing the minimum requirements will be eligible for selection as positions become available. The selection process shall consist of interviews with the Commander for the Bureau of Field Operations and the school principal(s).

C. The Chief of Police makes the final decision on assignment from the list of candidates recommended for selection from the school principal(s).

BY ORDER OF: Chief Steven Schicker 2/25/15
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 2/26/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE