

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-01

EFFECTIVE: APRIL, 08 2014 CANCELS:  
TO: ALL PERSONNEL INDEX AS: COMMUNICATION  
LEAD SHEETS  
REFERRALS  
SUBJECT: INTERDEPARTMENTAL COMMUNICATION

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I. PURPOSE:

The purpose of this general order is to establish procedures to encourage open lines of communication, cooperation and coordination between all Department components.

II. PROCEDURE:

All Department employees shall cooperate and exchange information with personnel of other functional areas of the Department. This cooperation and exchange is accomplished by, but not limited to:

1. Shift change meetings; which shall be held between each patrol shift. Relevant CAD notes from the off-going shift and previous shifts shall be reviewed and all other relevant information shall be passed on. Commissioned personnel not assigned to Patrol are encouraged to attend shift change meetings to expedite the information exchange.
2. Periodic Staff or Departmental meetings to be held at the discretion of the Chief of Police
3. Use of information exchange forms: DCI, Traffic (LSA), and Drug lead sheets along with SRO and COPPS referrals.

BY ORDER OF: Chief Steven Schlicker 4/8/14  
Steven Schlicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 4/22/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE



Officers) shall work the same schedule as members of the Division of Uniform Patrol with the exception of the shift start times and rotation, which shall be designated by the Commander of the Bureau of Field Operations.

1. School Resource Officer

Detached to specific schools within the Rockwood School District, their work shift shall be adjusted/established based on the needs of their particular school. However, hours worked shall total a forty hour workweek. During periods of school vacations School Resource Officers will be assigned as needed by the Commander of Field Operations.

2. Business Resource Officer

The Business Resource Officer will normally work a five-day work-week, eight-hour shift with a one-half hour lunch period included. The shift times will vary to conform to the needs of the business community or special events. Hours worked shall total a forty hour workweek.

C. Bureau of Operational Support

Division of Criminal Investigation:

Shall work a five-day work-week, eight-hour shift with a one-half hour lunch period included. Shift start times will be designated by the Commander of Criminal Investigations. They shall also observe all City holidays.

Non-Commissioned Personnel

Division of Communications: Shall work three rotating shifts. Generally, start times are 6:00 AM, 2:00 PM and 10:00 PM. All shifts have a one-half hour lunch period included within a eight hour or ten hour shift. The work week consists of five days on with either two or three days off. Ten hour shifts are utilized to equal a forty hour work week. These shifts shall rotate approximately every four work weeks.

Members of the Division of Communications may also be assigned to various overlay shifts (eight-hour shift with a one-half hour lunch period included) when so designated by the Supervisor of the Division based on strategic or manpower needs.

Records Unit: Shall work a five-day work week, daily nine-hour shifts with a one (1) hour lunch period included. They shall observe all City holidays.

D. Bureau of Administration

Division of Community Affairs: Officers assigned to Community Affairs shall work a five-day work week, daily eight-hour shifts with a one-half hour lunch period included. Hours worked shall total a forty hour workweek. They shall also observe all City holidays.

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SCHEDULED WORK HOURS  
PAGE 3

II. Holidays

Commissioned and Communications employees not considered staff do not observe City holidays, but are compensated as outlined in the City of Ballwin Personnel Manual (Section II, Holiday Pay).

III. Any personnel not specifically mentioned in this order, are subject to hours and days as scheduled by the officer in charge of the respective division to which the employee is assigned.

BY ORDER OF: Chief Steven Schickel 10/17/14  
Steven Schickel, Chief of Police Date

ATTESTED BY: Robert Kuntz 10/21/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

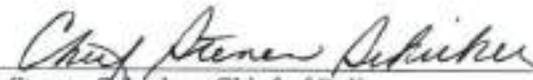
MPCCF REFERENCE

22.2



- C. If a self-initiated stop falls into one of the aforementioned categories, the dispatcher will send an assist unit unless advised to the contrary by the primary unit.
- D. Supervisors will be responsible for assigning appropriate resources to prevent over response of patrol personnel.
- E. Calls that require a supervisor to respond may include, but are not limited to:
  - 1. Homicides/Suspicious deaths/Suicides.
  - 2. Rapes.
  - 3. Robberies in progress.
  - 4. Barricaded Subject.
  - 5. Kidnapping.
  - 6. Violent OBS cases.
  - 7. Violent disturbances.
  - 8. Accidents and/or injuries involving City employees or City property.
  - 9. Incidents involving officer use of deadly force.
  - 10. Unusual occurrences, natural or civil disasters.
  - 11. Serious traffic accidents.
  - 12. Crimes of arrests resulting in injury to the officer or suspect.
  - 13. Unusual crimes or incidents.
  - 14. Incidents involving hazardous materials.
  - 15. Major fire scenes.
  - 16. Any Death Scene.
- F. Dispatchers are responsible for ensuring that the on-duty supervisors are aware of such calls.

BY ORDER OF:

  
Steven Schicker, Chief of Police

1/14/15  
Date

ATTESTED BY:

  
Robert Kuntz, City Administrator

1/26/15  
Date

cc: City Attorney

MPCCF REFERENCE  
22.3,





procedure to ensure all functions of the camera are properly working prior to leaving the station lot unless exigent circumstances exist. In the case of exigent circumstances, the MVR check shall be completed as soon as reasonably possible thereafter.

1. **POWER ON MVR** – Generally this should be accomplished by starting the vehicle. The camera is configured to automatically sense the vehicle ignition/engine status and power on/off accordingly. Once the camera senses the vehicle is on, it will power on and enter a boot up process similar to a computer. Officers can alternatively power on the camera manually via the MVR Power “T” button, but manual power up should only be used if the automatic power feature did not work.
2. **WIRELESS MICROPHONE** – Check to make sure the wireless microphone for the MVR is present. Remove the wireless microphone from the charging cradle and turn on the wireless microphone using the power switch located on bottom of unit. At this point, officers should secure the wireless microphone somewhere on their person for their tour of duty in a location that will allow for the best audio quality while preventing the wireless microphone from loss/damage during the officer’s daily routine.
3. **LOG ON** – Officers will “log on” to the system by utilizing the officer login screen in the MVR menu. Officers will ensure they are properly logged in to the MVR by noting the presence of their name on the video screen in the lower right corner. In the case of two officers being present in a vehicle, the officer operating the vehicle shall be the officer who logs on to the MVR.
4. **OPERATIONAL CHECK** – Check the operation of MVR equipment including wireless microphone, front camera, rear camera, automatic record triggering and cabin microphone.

This shall generally be accomplished by using the emergency lights to trigger a recorded event. Officers shall activate the rear camera during the test recording and visually look to see both cameras are working on the monitor and properly aimed. Check the wireless microphone display to confirm connectivity and record mode. Observe microphone status lights to visually confirm system detects both microphones are functioning. Stop recording and classify the event as a “Test Recording”.

Officers do not need to review the test recording as a matter of daily routine unless there is reason to believe the camera is not functioning properly. Officers do not need to check the upload status other than to look for wireless upload signal strength and make sure the recorded video “fuel gauges” are not abnormally full (yellow or red lines being displayed). Any malfunction, damage, or missing equipment will be reported as soon as reasonably practical to a supervisor and by completing a “Video Evidence Request/Equipment Malfunction Form” (BPD #96).

**B. Daily Operation**

The MVR is configured to remain powered on at all times when the vehicle ignition is on. The MVR continuously records video onto the vehicle DVR from the front camera



when powered on, thus officers will ensure the front camera is always properly aimed for routine patrol. Officers will also remain logged on to the system during their tour of duty.

1. The recorder is activated by any of these methods:
  - a. Activating emergency lighting
  - b. Manually pressing the MVR Record Button
  - c. Pressing the front slide button on the wireless microphone
  - d. Vehicle experiences an impact (crash g-force) of equal to or greater than 12 g
  - e. Reaching or exceeding a GPS calculated vehicle speed of 70 miles per hour (MPH)

2. The recorder can only be de-activated by pressing MVR Stop Button.

The recorder will then prompt officer for an event classification tag. This classification tag (i.e. – Traffic Citation, Traffic Warning, etc.) is required and must be saved before proceeding.

3. The MVR will be activated and left in the record mode during all traffic stops, emergency vehicle operations (aka code runs), and other enforcement activity. Officers shall not stop recording until the completion of the traffic stop or other enforcement activity. Officers shall turn off the vehicle's audio entertainment system (AM/FM Radio) during recordings.

Officers may generally stop recordings activated during an emergency run or mere emergency light activation provided the vehicle is no longer being operated in an emergency driving mode and the officer has determined there is no reasonable evidentiary value to continuing the recording. Officers are advised to always determine scene situation and officer safety prior to terminating a recording.

Officers should use the MVR to record other interactions with citizens or suspects that could prove useful in court or to later justify an officer's actions. Examples include, but are not limited to: Sobriety checks, arrests, consent to search, seizure of contraband, scene interviews, etc. Officers should remember that the front facing camera swivels 180 degrees and make every attempt to ensure the camera is aimed to provide maximum evidentiary capture.

Officers are reminded to be cognizant of officer safety at all times during the use and operation of MVR equipment.

4. The MVR shall be placed into and left in record mode with the cabin rear-facing camera activated anytime an officer secures and/or transports a suspect in a Department vehicle equipped with an MVR. Officers will have to manually activate the cabin camera via the MVR as it is not automatically activated or



deactivated. The cabin rear-facing camera should be activated prior to placing a suspect into the vehicle if at all possible.

When a vehicle engaged in a prisoner transport reaches the destination sally port, the recording may be terminated upon parking the vehicle if the prisoner is determined to be compliant.

5. Wireless Microphones shall be left powered on and worn during the officer's entire tour of duty. Should the Wireless Microphone battery become low, officers shall place the microphone into the charging cradle for a minimum of 15 minutes, which will provide enough charge to complete the tour of duty. Officers shall re-attach the microphone at the completion of this brief charge period.
6. Personnel may reference the WatchGuard Video 4RE In-Car Video System User Guide (BPD Manual #22) located in the Forms and Manuals policy file on the Shrpolicy directory for detailed instructions on the use of any in-car system feature.

#### C. Ending Tour Of Duty

Upon completion of an officer's tour of duty, they shall return the MVR to a ready state by doing the following prior to entering the station for rollcall:

1. Turn off ignition – Verify camera is not currently in record mode. If the camera is recording, stop the recording and classify it as required. Camera will automatically power down after 30 to 35 minutes. Officers should look for a count-down timer of 1800 seconds to appear on the screen of the MVR after turning off the engine.
2. Turn wireless microphone off using bottom power switch and place microphone back into the charging base. Wireless microphones shall be stored in the charging base at all times between tours of duty and will not be passed to officers during shift change. This will ensure officers are not taking wireless microphones home and microphones will be adequately charged for future tours of duty.

#### D. Record After The Fact

Each MVR has the ability to create a recorded event from background video continuously stored on the MVR hard drive in a feature called "Record after the Fact" (RATF). This is useful for situations where a recording was not activated prior to the incident occurring or where normal patrol activities might have captured video evidence of a crime which is later reported. The background video is not automatically uploaded to the server, thus is only available on the individual MVR equipment until the space is needed by the system. The availability time frame of background video is estimated to be approximately 3 to 7 days, but could be much shorter or longer depending on individual MVR system use.

A RATF event is created by utilizing the "Record after the Fact" feature on the MVR menu screen. The user will be asked to input the desired recording start date/time and end date/time. After inputting this information, the user will press "create" and follow the



onscreen prompts. Once the MVR finishes creating the recording, it will require the creator to classify the event and will upload with other recorded events.

Officers are only directly able to create RATF events of video captured during their current login session. Any video captured by the MVR prior to the current login session requires a supervisor's password to create RATF events. Therefore, officers will contact their supervisor as soon as possible to request a RATF recording be made when the need arises as time is of the essence. Supervisors shall make sure after the recording is made in the car and ensure it is properly tagged to the appropriate officer who was assigned to the vehicle during the captured video timeframe using the Evidence Library software.

As a reminder, RATF recordings will normally only contain video from the front-facing camera. However, RATF recordings will contain audio and/or the rear-facing camera video when during the created event timeframe a microphone and/or rear-facing camera were activated.

E. MVR System Abnormalities

All suspected malfunctions, loss, and/or damage to the MVR equipment or system shall immediately be reported as soon as reasonably possible to an immediate supervisor. In addition, the officer reporting such malfunction, loss, and/or damage shall complete and forward via email a properly completed "Video Evidence Request/Equipment Malfunction Form" (BPD #96) detailing the abnormality to the Commander of the Bureau of Administration and Operational Support in all cases.

1. WIRELESS UPLOAD FAILURE

In the case of suspected wireless upload failure, in addition to the above procedure, officers shall notify a Property Control Unit/DCI supervisor or a Bureau Commander of the suspected failure so that accumulated recorded events on the MVRs can be manually imported into the server. At no time will any other personnel access the trunk mounted MVR equipment or manipulate the USB flash drive from a trunk MVR.

2. SPARE WIRELESS MICROPHONES

There are two spare wireless microphones which will be maintained on desktop chargers in the Watch Commander's Office in the squad room. The spare microphones are to be issued by a supervisor in case of a malfunctioning or missing wireless microphone.

- a. All wireless microphones have been recorded to their respective vehicle assignments by serial number. All wireless microphones shall be returned to and remain in their assigned vehicle except in cases of malfunction.
- b. Spare microphones shall be checked in/out at the beginning and end of each tour of duty by the on-duty supervisor. A "Spare Microphone Log" (BPD #97) shall be maintained in the Watch Commander's Office next



to the spare microphones at all times. The following information shall be maintained on the log and recorded for each issuance:

- (a) Date and time checked out
- (b) Date and time checked in
- (c) Officer DSN
- (d) Supervisor DSN
- (e) Car Number
- (f) Reason issued

#### IV. VIDEO EVIDENCE

All video recordings produced by Department MVR equipment shall be considered potential evidence. As such, officers are prohibited from duplicating, copying, recording, storing, screenshotting, or exporting or disseminating MVR Videos from the system by unapproved methods. For the purpose of this policy, unapproved methods include making recordings on any personal electronic device or using any software functions on a Department computer not specifically utilizing manufacturer designed software "Evidence Library" to export the video. In addition, the only personnel authorized to export MVR video shall be designated supervisors of the Property Control Unit in accordance to General Order 33-01 "Evidence and Property" and Bureau Commanders. Dissemination of MVR video evidence shall be at all times in compliance with General Order 33-01.

No officer or supervisor will delete any recording for any reason, nor will they attempt to alter any settings within the system. Any changes to system settings will only be made by a Bureau Commander.

##### A. Evidence Retention

All recorded events uploaded from MVR equipment will be retained for 30 days per Missouri Secretary of State Police Clerks Records Retention Schedule requirements. Any events involving a criminal offense, serious traffic violation, and/or notable incident an officer or supervisor feels should be retained as evidence or relevant to an internal investigation shall be retained as evidence upon request. All events not requested retained as evidence will automatically be purged from the system after expiration of the standard 30 day retention period.

1. Upon determining a recorded event is of evidentiary value, officers will notify the supervisors of the Property Control Unit by completing the "Video Evidence Request/Equipment Malfunction Form" (BPD #96) and submitting the form electronically via Department email to the predefined address group "zVideoEvidence". This email address will automatically send the request to the supervisors of the Property Control Unit/DCI and the Bureau Commanders to ensure timely completion of the request.



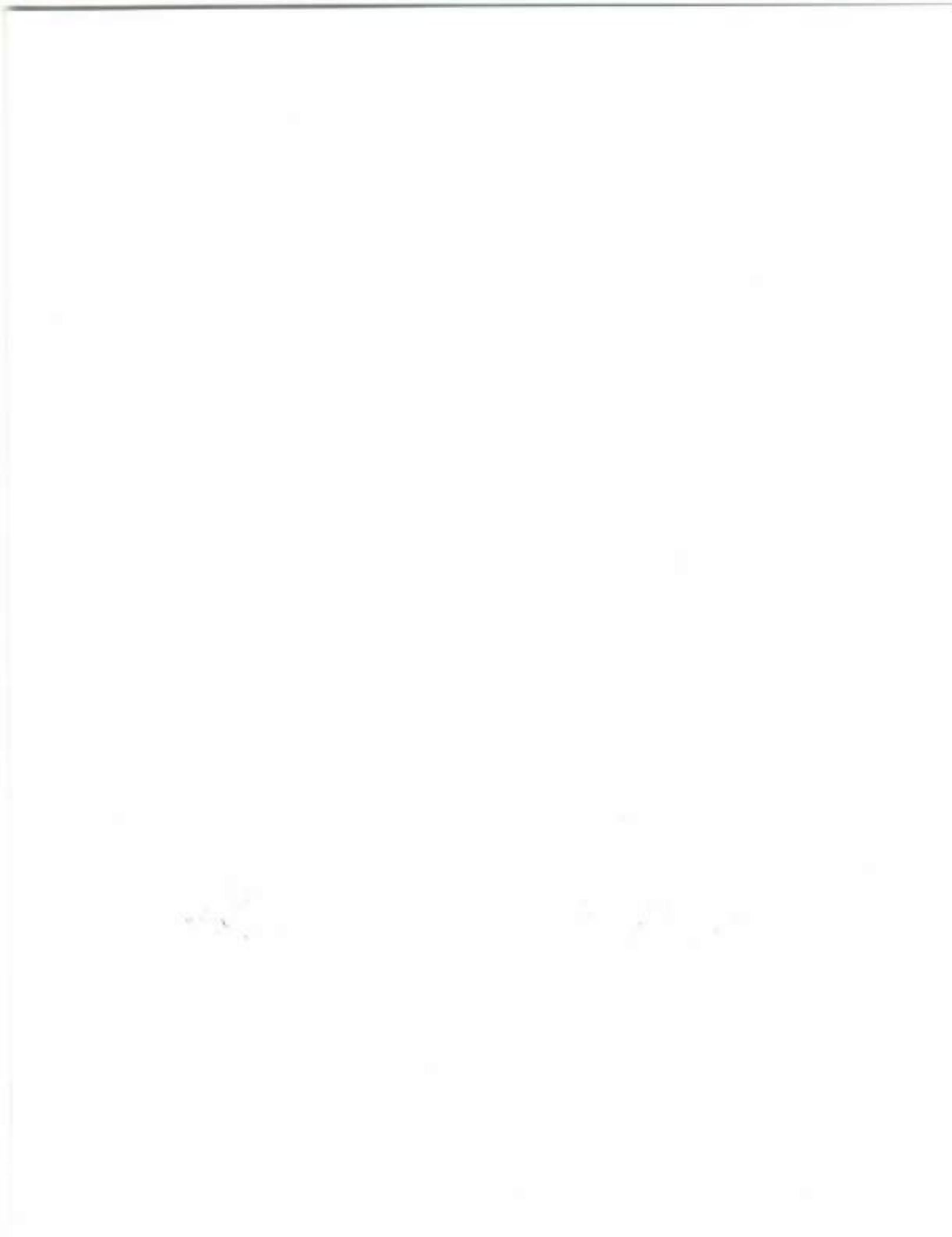
2. Upon receipt of a video evidence request, a supervisor of the Property Control Unit/DCI or a Bureau Commander will create a "case file" within the Evidence Library server software and ensure all requested recorded event video is added to the file. By adding video to a case file within the Evidence Library software, the attached video will be retained indefinitely as evidence.
3. Once a case file has been created with all requested recorded event video, the requested video will be exported to a media disk/storage device which will then be entered into evidence.
4. To facilitate the submission of the requested video into evidence, requesting officers are to pre-complete an evidence sheet and envelope with the case information. The completed evidence sheet and envelope will be submitted to the Division of Criminal Investigation Sergeant's mailbox immediately after submitting the electronic request.
5. A "Downloaded Video Log" shall be kept in the shared detective supervisor directory of all recorded event video exported from the system. This log shall include:
  - a. Date and time of export
  - b. Type and number of media used (DVD, USB Drive, Hard Drive, etc.)
  - c. Name and DSN of the person exporting video
  - d. Name and DSN of the person requesting video
  - e. Complaint Number
  - f. Purpose of the video request

**B. Evidence Review**

Officers are permitted and encouraged to review their recorded event video utilizing Evidence Library software in conjunction with the completion of their police reports. Officers will only have access to their own recorded event video. Supervisors have access to review all recorded event video available on the system utilizing the Evidence Library software.

**C. Evidence Modification**

The Evidence Library software possesses the ability to create an unofficial modified recorded event video by use of the trim feature. "Trimming" gives the authorized user the ability to alter the starting or ending time of the recorded event video and save the modified video as an unofficial version. Trimming does not alter the original evidentiary recording which is maintained on the server.



1. A modified/trimmed recording shall at all times be considered an unofficial event recording and will never be used for evidentiary purposes. Trimmed recordings shall only be used for non-evidentiary purposes such as training or press releases. Any dissemination of a trimmed/unofficial recording shall require the direct authorization of such dissemination by the Chief of Police or his designee prior to its release.

V. SUPERVISORY RESPONSIBILITY/AUDITS

Supervisors will be expected to monitor the radio calls, CAD reports, and CARE reports so they remind officers to complete the "Video Evidence Request/Equipment Malfunction Form" (BPD #96) for recordings of evidentiary value or to report equipment malfunctions with the system.

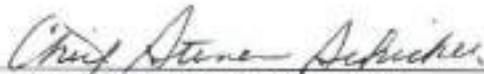
Each week the Lieutenant or highest ranking supervisor on each squad shall review at least two recorded citizen contacts per officer to confirm professional demeanor and communication, proper and safe tactics, and adherence to policy and procedure.

- A. The Lieutenant or highest ranking supervisor on each squad will complete a "Video Audit Form" (BPD #98) for each audited officer's recorded video and retain it in their monthly squad files. Supervisors should be alert for and document on the audit form incidents or patterns of the following nature:

1. Policy/procedure violations
2. Misuse/questionable use of MVR equipment (i.e. - failure to record, early recording termination, failure to use/wear wireless microphone, etc.)
3. Issues related to ethics and professionalism
4. Tactical/officer safety concerns, safe vehicle operations
5. Areas where remedial training is needed

Supervisors should also document on the "Video Audit Form" (BPD #98) any corrective action they have taken with the officer in regards to their audit findings. A summary of audit findings and corrective action will be included on each squad's monthly report submitted to the Commander of the Bureau of Field Operations.

BY ORDER OF:

  
Steven Schicker, Chief of Police

9/1/15  
Date

cc: City Attorney

MPCCF REFERENCE



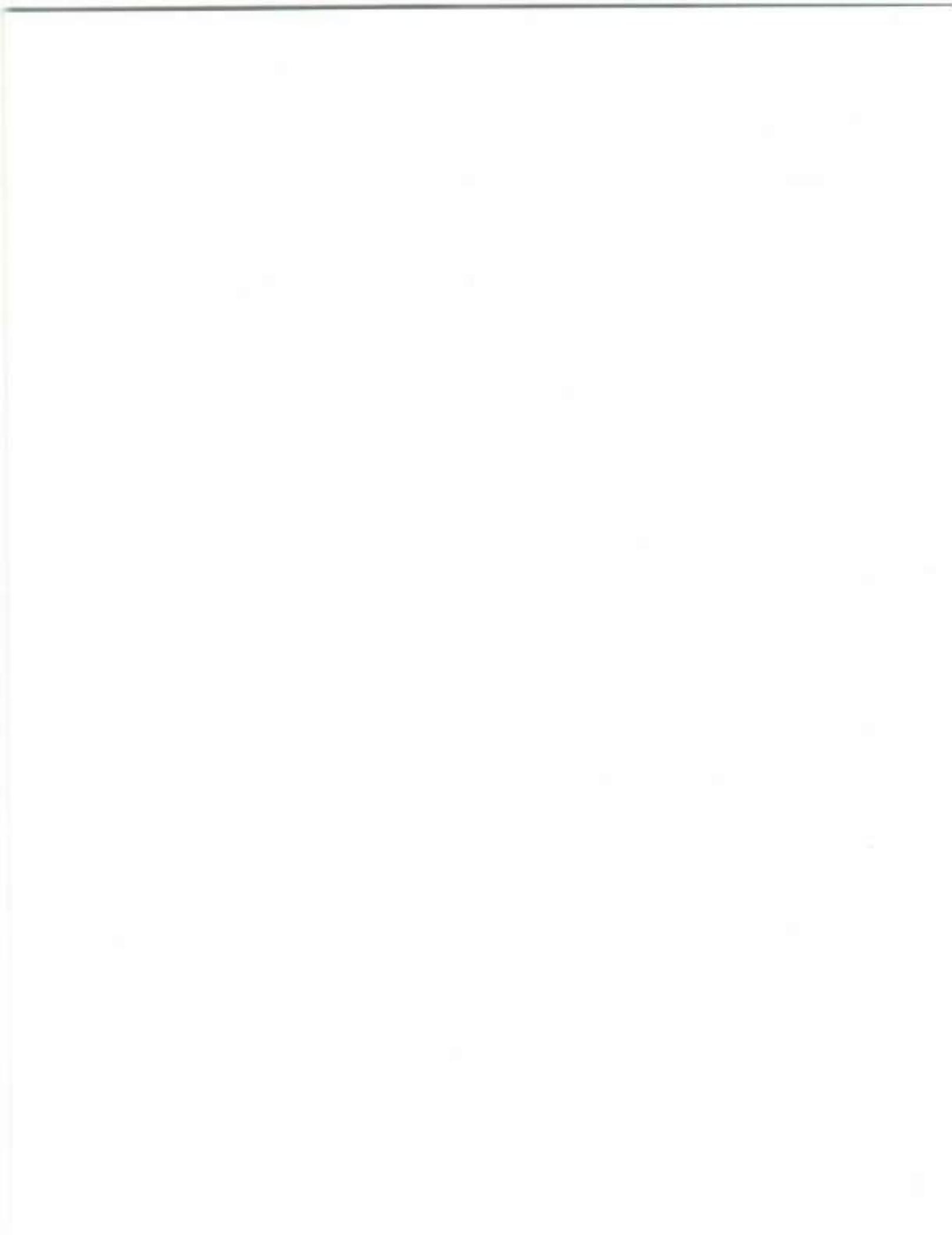
## Video Evidence Request/Equipment Malfunction Form

<b><u>VIDEO EVIDENCE REQUEST</u></b>	
Requesting Officer Name and DSN: <input style="width: 80%;" type="text"/>	
Date of Request: <a href="#">Click here to enter a date.</a>	
Report Number (if applicable): <input style="width: 80%;" type="text"/>	
Number of copies requested(including evidence copy; 1 copy equals only evidence): <input style="width: 10%;" type="text"/>	
<b>In-Car Video Request</b>	<b>Station Video Request</b>
Car Number: <input style="width: 50%;" type="text"/>	<input type="checkbox"/> Booking Room <input type="checkbox"/> Booking Cage
Event Category: <input style="width: 50%;" type="text"/>	Date of Recording: <a href="#">Click here to enter a date.</a>
Date of Recording: <a href="#">Click here to enter a date.</a>	Time of Recording: <input style="width: 50%;" type="text"/>
Time of Recording: <input style="width: 50%;" type="text"/>	Other areas (Sally port, cells, hallway, etc.):
Other cars on scene: <input style="width: 80%;" type="text"/>	<div style="border: 1px solid black; height: 50px; width: 100%;"></div>

**\*\*\*\*\*Please place a completed evidence sheet and envelope in the DCI Sergeant's mailbox\*\*\*\*\***

<b><u>EQUIPMENT MALFUNCTION/LOSS/DAMAGE</u></b>	
Reporting Officer Name and DSN: <input style="width: 50%;" type="text"/>	Car Number: <input style="width: 30%;" type="text"/>
Type of Abnormality: <input type="checkbox"/> Malfunction <input type="checkbox"/> Loss/Missing Equipment <input type="checkbox"/> Damage	
Date of Report: <a href="#">Click here to enter a date.</a>	Time of Report: <input style="width: 50%;" type="text"/>
Equipment Involved:	<input type="checkbox"/> Front Camera <input type="checkbox"/> Rear Camera <input type="checkbox"/> Wireless Microphone <input type="checkbox"/> Cabin Microphone <input type="checkbox"/> DVR/Control <input type="checkbox"/> Wireless Upload*
Describe Problem:	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>

**\*Notify Bureau Commander or DCI Supervisor for manual download of video**







# VIDEO AUDIT FORM

Audited Officer Name:	<input type="text"/>	DSN:	<input type="text"/>
Audit Supervisor Name:	<input type="text"/>	DSN:	<input type="text"/>
Date of Video Review:	<a href="#">Click here to enter a date.</a>	Squad:	<input type="text"/>

<b>VIDEO #1</b>	Date of Recording:	<a href="#">Click here to enter a date.</a>	Time:	<input type="text"/>	Car #	<input type="text"/>
	Observations:					
	<input type="text"/>					
	Corrective Action Taken (If Applicable):					
<input type="text"/>						

<b>VIDEO #2</b>	Date of Recording:	<a href="#">Click here to enter a date.</a>	Time:	<input type="text"/>	Car #	<input type="text"/>
	Observations:					
	<input type="text"/>					
	Corrective Action Taken (If Applicable):					
<input type="text"/>						

Audit Supervisor's Signature: \_\_\_\_\_





- B. Investigative Detention – A stop and temporary detention based on reasonable suspicion supported by objective facts and the logical conclusion of an officer's experience. Officers may also place subjects under an investigative detention in handcuffs during the detention when they believe, due to the subject's actions or the type of call, that there is a risk that the subject may react in a violent manner. If nothing that occurs during the detention gives an officer probable cause for an arrest, the individual being detained must be allowed to continue on his or her way.
- C. Consensual Inquiry – The practice of briefly questioning an individual regarding his or her general actions at a particular time, as long as under the circumstances, a reasonable person would believe that he or she was free to terminate the encounter at any time. Such inquiries may include requesting an individual's name & other pedigree information, requesting they show identification, asking where they are going or where they have come from, and the like.

#### IV. PROCEDURE

- A. All investigative detentions, traffic stops, arrests, searches and seizures of property, by commissioned police officers shall be based on a standard of "reasonable suspicion" or "probable cause" as required by the Fourth Amendment of the U.S. Constitution and Missouri statutory authority.
- B. All investigative detentions, traffic stops, arrests, searches or seizures of property based on race, ethnicity, gender, sexual orientation, religious beliefs, disability, handicap or health related conditions or economic level conducted without probable cause or reasonable suspicion, are strictly forbidden. Officers must be able to articulate specific facts, circumstances and conclusions which support probable cause or reasonable suspicion for the arrest, traffic stop, investigative detention, and/or seizure. Officers may make consensual inquiries of any individuals as long as under the circumstances, a reasonable person would believe that he or she was free to terminate the encounter at any time.

Officers shall not engage in illegal racial profiling – a police initiated action that relies solely upon the race, ethnicity, or national origin of an individual under suspicion as a pretext for investigating other violations, rather than the behavior of that individual or intelligence that leads to the specific individual coming under suspicion.

#### V. SUPERVISORS AND COMPLIANCE

- A. Supervisors and commanders will routinely monitor the self-initiated traffic enforcement contacts and other field interviews of their subordinates and be alert to any indication of officers with a pattern of stopping members of minority groups for vehicle law violations in numbers disproportionate to the minority populations residing or traveling within their jurisdiction area. Supervisors and commanders should likewise take steps to assure that the actions of their subordinates in all field interviews comply with all other constitutional rights requirements.

- B. If supervisory review indicates a pattern of illegal racial profiling or other constitutional rights violations, an investigation will be conducted. An officer determined to have engaged in race-based or other illegal contacts will be subject to discipline, which may include appropriate counseling and training.
- C. An annual administrative review of agency practices and citizen concerns will be conducted by the Bureau of Administration.

VI. REPORTING PROCEDURES

- A. In compliance with state law effective August 28, 2000 officers stopping a vehicle for any reason shall complete the Ballwin Police Department Traffic Stop Survey form or enter the information into the REJIS Traffic Analysis Data Base. Information recorded on this form is in compliance with directives from the Missouri Attorney General and shall include
  - A. Date and time of the stop
  - B. Was the race of the driver observable prior to the stop
  - C. The violation or other reason leading to the stop, if a moving violation include type
  - D. Enforcement action taken
  - E. Race of the driver
  - F. Age of the driver
  - G. Gender of the driver
  - H. Type of roadway where the stop was conducted
  - I. Is the driver a resident of the jurisdiction
  - J. The type of search conducted if any
  - K. Probable cause for the search
  - L. Duration of the search
  - M. Whether or not contraband was recovered and the type as a result of the search
  - N. Was the driver arrested

O. Charges brought as a result of any arrest made

The Ballwin Police Department Traffic Stop Survey Form shall be completed and submitted at the end of each officer's shift, unless it has been entered into the REJIS Traffic Analysis Data Base. Information from these surveys will be included in annual reports to the Missouri Attorney General Office.

Annual Report to the Attorney General

Information from the Ballwin Police Department Traffic Stop Survey Form will be compiled by the Department clerical staff and included in annual reports to the Missouri Attorney General's Office. These reports will include information obtained through December 31 of each year and will be submitted to the Attorney General's Office no later than March 1 of the following year.

The annual reports to the Attorney General will be comprised of the following report forms, which will be provided by the Attorney General's Office

- A. Annual Report
- B. Traffic Stops of Black/African American Drivers
- C. Traffic Stops of American Indian/Alaska Native Drivers
- D. Traffic Stops of Hispanic/Latino Drivers
- E. Traffic Stops of Asian Drivers
- F. Traffic Stops of White Drivers
- G. Traffic Stops of Other/Unknown Race or Minority Status

B. Regional Field Interview Reports (FIR)

In order to provide other officers, investigators and crime analysts with information concerning suspicious persons and situations field interviews may be documented by utilizing the REJIS FIR form or by utilizing the FIR application of the LEWEB via an officer's in-car computer. Information gathered on FIRs may be considered criminal intelligence and shall be processed in accordance with all relative legal and departmental standards.

1. Officers must submit all FIRs that are not directly entered into the REJIS system via LEWEB at the end of each shift. These FIRs will be directed to the Communications Division for entry into the REJIS computer data base.
2. The "hard copy" of FIRs that have been entered into the REJIS database shall be forwarded to the Division of Criminal Investigations, where they will be kept on file

for a period of one year then destroyed in a manner that would prevent the accidental disclosure of the information contained on the FIR.

3. In accordance with Department policy, all computer FIR entries will be purged from the computer database by REJIS personnel after a period of two years.

VII. TRAINING

Officers of this Department shall receive a minimum of three hours of training triennially regarding bias-based profiling issues including newly enacted legislation and other legal aspects.

VIII. CONCLUSION

This Order is for Department use only and does not apply in any criminal or civil proceedings. This Order should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims

BY ORDER OF: \_\_\_\_\_  
Kevin Scott, Interim Chief of Police Date

MPCCF REFERENCE

21.5, 22.5, 29.3



CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-06

EFFECTIVE: JANUARY 12, 2015

CANCELS:

TO: ALL PERSONNEL

INDEX AS: CANINE  
DOGS  
DRUG DETECTION  
BUILDING SEARCH

SUBJECT: CANINE UNITS

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I. PURPOSE

The purpose of this General Order is to provide guidance to officers when requesting the assistance of a K-9 team from another agency.

II. PROCEDURE

- A. When a situation arises that the on-duty watch commander feels would warrant the use of a K-9 team, he/she will have Communications contact surrounding agencies to seek the assistance of their K-9.
- B. The following guidelines should be considered in determining the need for a K-9 team:
1. A small child is lost and foul play is suspected.
  2. A child is lost in an area or environment where its life may be endangered.
  3. Reasonable suspicion exists that a suspect has committed a crime and/or is a danger to the public or officers.
  4. A dangerous felon is hidden in a field or wooded area. K-9 deployment for the purposes of apprehending a suspect shall be limited to searches for serious felons or to cases where a subject is armed or has the potential to use force or cause harm to officers or others.
  5. To assist in the apprehension of a person who has assaulted a police officer;
  6. For drug detection on a suspect, vehicle or structure.
  7. Other situations at the discretion of the on duty watch commander, (i.e. burglary suspect in a structure, missing persons, etc.)
- C. Surrounding agencies to be considered when requesting a K-9 team include, but

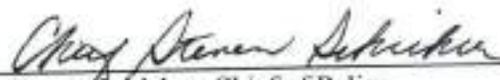
are not limited to:

1. St. Louis County Police Department – (314) 889-2341;
  2. Eureka Police Department – (636) 938-6600;
  3. Maryland Heights Police Department – (314) 298-8700;
  4. St. Charles County Police Department – (636) 949-3042;
  5. St. Louis Airport Police Department – (314) 426-8100;
  6. St. Louis Metropolitan Police Department – (314) 444-5555.
- D. If the use of a K-9 team is anticipated, on-scene officers should attempt to secure a perimeter and make every effort to avoid contamination of the scene with the scent of officers or bystanders.
- E. Department employees should not approach the K-9 team without the permission of the handler.
- F. Department employees will heed the directions of the K-9 handler when the K-9 team is involved in a specific situation relating to the deployment of the team.

### III. USE OF FORCE

- A. The use of a K-9 in the apprehension of a suspect may be utilized as a less than lethal use of force. Current case law places the bite of a K-9 before the ASP baton.
- B. If a K-9 bites a suspect during the incident, form #BPD 16 "Defensive Action Report" will be filled out and submitted with the report.
- C. If a K-9 bites a suspect, officer or bystander during the incident, the on-duty watch commander will ensure that the subject is transported by ambulance or police vehicle to the hospital for treatment.
- C. Officers will document the K-9 bite in their police report.

BY ORDER OF:

  
Steven Schicker, Chief of Police

1/14/15

Date

GENERAL ORDER 22-06  
CANINE UNITS  
PAGE 3

ATTESTED BY: Robert Kuntz  
Robert Kuntz, City Administrator

1/26/15  
Date

cc: City Attorney

MPCCF REFERENCE

22.6,

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-07

EFFECTIVE: SEPTEMBER 22, 2014

CANCELS: GENERAL ORDER 88-08

TO: ALL PERSONNEL

INDEX AS: DEATH NOTIFICATIONS  
SERIOUS ILLNESS NOTIFICATIONS  
SERIOUS INJURY NOTIFICATIONS

SUBJECT: DEATH NOTIFICATIONS

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I. PURPOSE

The purpose of the General Order is to ensure that emergency notifications are carried out promptly and in a considerate manner, to include outside agencies emergency notification requests in Ballwin venue.

II. POLICY

It is the policy of the Ballwin Police Department to, at the request of competent authority, and as a courtesy, promptly and compassionately notify the nearest living relative of persons who have died, are seriously ill, or are seriously injured.

III. PROCEDURE

- A. The assigned officer will gather the facts surrounding the death, illness, or injury to make a sufficiently informed notification. Whenever possible, assistance should be obtained from the clergy, relative or close friend.
- B. Avoid taking death information over the radio.
- C. Make sure of positive identification prior to attempting any notification. Obtain complete information concerning the circumstances of the death or accident.
- D. Never make a death notification by telephone. If the next of kin resides in another jurisdiction, request that agency make notification in person.
- E. Introduce yourself at the door. Make sure you have the right party and ask to enter the home. Avoid giving information at the doorstep.
- F. Be as direct as possible, leaving no false hopes or confusion: Say "died" or "dead"
- G. Officers should be reassuring, understanding, and offer any assistance possible to the next of kin.

GENERAL ORDER 22-07  
DEATH NOTIFICATIONS  
PAGE 2

BY ORDER OF: Chief Steven Schicker 9/23/14  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 9/26/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

22.7



GENERAL ORDER 22-08  
POLICE VICTIM ASSISTANCE  
PAGE 2

4. In order to reduce fear and promote victim communication, victims should be informed as soon as appropriate they are no longer in immediate danger.
5. Recognizing that victims often suffer physical and/or emotional shock, officers shall assist them in making decisions and keep them informed of police actions and requirements.

Whenever possible, police officers should not leave a distraught victim alone. Arrangements should be made to have a relative, or a personal clergyman, join the victim for emotional support and comfort. When necessary, officers shall arrange for transportation for the victim to a friend, family member or other appropriate service provider.

Victims and witnesses who appear to be legitimately threatened or intimidated by a suspect, or who have a credible reason for fearing further victimization shall be provided with the appropriate assistance. Appropriate assistance may include providing personal safety advice, assisting the victim with temporary relocation, providing for extra police patrols, or in extreme cases, arranging to place a victim or witness in protective custody. Victims/Witnesses should be advised to call 911 or contact the police department at 636-227-9636 immediately if they are further threatened or otherwise intimidated by a suspect or their associates in order to bring the incident to the attention of the department.

When a victim or witness resides or works in another jurisdiction, it shall be the responsibility of the reporting officer to notify the appropriate police agency of the situation.

B. Providing Emotional Support

In order to calm and assist the victim in regaining composure, officers shall

1. Allow the victim a reasonable period of time in which to express feelings and emotions while describing what happened during the incident;
2. Express empathy for the victim and recognition and understanding for emotional reactions;
3. Provide reassurance that the victim's feelings are normal and understandable;
4. Not be overtly judgmental of the victim's feelings and emotions or the apparent lack thereof, of victim judgments or actions related to the incident;
5. Help redirect any self-blame and responsibility for the criminal act from the victim to the perpetrator; and
6. Emphasize your commitment and that of the department to assist and work with the victim.

7. Hug A Bear Program

- a. Hug-A-Bears will be distributed to children at the scene of critical incidents to assist in alleviating their apprehension or fears. Some suggested incidents might be severe accidents, fires, loss of parents, victim of child abuse, etc.
- b. Distribution of Hug-A-Bears will be at the discretion of the responding officer. Hug-A-Bears should not be distributed as a matter of routine; rather, their use should be limited to traumatizing incidents.
- c. To maintain cleanliness, Hug-A Bears will remain enclosed in their plastic bags until their use is required. Only then will the bags be removed. Each vehicle in the fleet will be equipped with two (2) Hug-A-Bears. Should any officer find it necessary to provide a child with a Hug-A-Bear, a brief memo outlining the reason for the use and from which vehicle the bear came, must be prepared and forwarded to the Commander, Bureau of Administration. This will ensure the prompt and proper replacement of the Hug-A-Bears.

C. Information and Referral

All Ballwin Police C.A.R.E. reports are automatically reviewed by the Victim Service Division (VSD) of the St. Louis County Prosecuting Attorney's Office. The VSD provides crime victims with information pertaining to available counseling services, available compensation programs, emergency financial assistance and victim advocacy. This shall not prevent officers from providing immediate assistance to victims in need through referral to area churches, organizations and social service agencies.

Additionally, all victims of domestic violence are provided with a departmental Adult Abuse Information Brochure. In cases of domestic violence where the victim requires immediate counseling, advice, or assistance officers shall, with the victim's permission, place a call to ALIVE's (Alternatives to Living in a Violent Environment) 24-hour a day counseling and information hotline.

Prior to leaving the scene of a call for service it is important that officers provide the necessary support and information in order to meet victims' needs. These include:

1. Providing the victim/witness with a departmental complaint number and a brief overview of what they can expect in terms of the probable direction of the investigation such as:
  - a) Will there be further investigation and who will be responsible (patrol officer or detective)
  - b) What type of actions will the follow-up investigation involve; e.g., crime scene processing, line-ups, forensic analysis of evidence, questioning of

witnesses/suspects, warrant application, possible court testimony, and any case investigation aspects pertaining to the reported offense,

- c) Projected time-line for accomplishing a & b above,
  - d) Further contact from members of the police department.
2. Providing information on victim service agencies available in the community; and
  3. Offering to make the initial call to a Support or Community Services Center on behalf of the victim and providing the victim with the 24-hour phone number.
  4. Leaving names and telephone numbers (business card) where the victim/witness can reach the officer, police dispatcher or the criminal investigator at the department, and encouraging the victim to use the number to report additional information about the incident or to request information or assistance.

D. Follow-up Investigation

Lack of information about case status is one of the greatest sources of dissatisfaction among victims of crime and victim's survivors. Therefore, officers assigned to criminal investigations shall make routine victim call-backs in order to determine whether the victim has new information concerning the case, to ascertain whether the victim is in need of assistance from outside sources, the department, or a victim advocate and to relay information relating to such matters as:

1. The status of stolen, recovered or removed property, and its prompt return to the victim when possible.
2. The arrest and detention of suspects, and their pretrial release status;
3. The victim's possible eligibility for victim compensation;
4. Court restraining orders;
5. The victim's/witness's role in the prosecution and court proceedings, if it is not an endangerment to successful prosecution.
6. Provide information relative to the operations of the police department and to the operation of the criminal justice system. The victim's/witness's involvement regarding statements, line-ups, and other related activities should be explained. Victims/Witnesses shall be provided with transportation to and from line-ups, interviews and the like when necessary.

E. Review

In order to ensure that victims are provided with the best departmental and community assistance available, the Division of Community Affairs will conduct an analysis of victim needs and services at least once every three years. The Victim's Service Division (VSD) of the St. Louis County Prosecuting Attorney's Office continuously maintains a record of services, both public and private, that are available in the area. This department will communicate with the VSD on a periodic basis to ensure that services, phone numbers, and information given to victims are up to date.

Additionally the Division of Community Affairs will create and maintain, in a current up to date format, an informational brochure outlining the department's victim and witness assistance services, including information pertaining to our relationship with outside service providers such as the VSD and ALIVE.

#### IV. COMMUNITY INVOLVEMENT & CRIME PREVENTION

##### A. Crime Prevention Programs

The Division of Community Affairs will develop the Department's crime prevention and community involvement programs with an emphasis on:

1. Targeting programs by crime and geographic area based on analysis of local crime data.
2. Targeting programs to address community perceptions or misperceptions of crime.
3. Shall evaluate the effectiveness of crime prevention programs and;
4. Based on determined needs, shall establish specific programs and groups to address the above, including but not limited to,

Neighborhood Watch Programs  
Business Watch Programs  
Residential Security Surveys  
Business Security Surveys (CPTED Reports)  
Community Education Programs

Proper implementation of these programs along with regular interaction with citizens by the patrol officers will help address community perceptions and misperceptions of crime in the City.

The Supervisor of the Division of Community Affairs shall prepare a report at least every three (3) years evaluating the current crime prevention programs and their effectiveness. This report shall contain recommendations for continuing or discontinuing current programs and recommendations for new programs where need.

B. Community Involvement

Involvement of the Police Department in various community efforts will facilitate the enhancement of communication to the public by the Police Department as well as communication by the public to the Police Department. Although the Division of Community Affairs has the responsibility of establishing programs to insure community involvement on behalf of the Police Department, all agency personnel have a responsibility to help achieve the goal of positive community involvement and are directed to interact with the public in a proactive manner whenever possible. It shall be policy for sector officers in the patrol division to interact with residents and business persons within their assigned patrol areas. Agency personnel shall relay any citizen concerns or pertinent information via memorandum or e-mail to the appropriate Division/Bureau for action.

A copy of the Department's goals and objectives as they relate to community concerns and involvement along with previous successes and problems relating to these goals shall be made available to all agency personnel in the Departmental Report which is published annually.

C. Evaluation of Community Concerns

Bi-annually, the Supervisor of the Division of Community Affairs shall prepare and submit a report to the Chief of Police which outlines:

1. A description of current concerns voiced by the community as determined by interaction with the various citizens organizations such as Neighborhood Watch, Business Watch Programs and individual community groups;
2. A description of potential problems having a bearing on law enforcement activities in the community;
3. A statement of recommended actions to address those concerns, and the progress made toward addressing those concerns.

This report shall be forwarded to all Bureau Commanders as well so that information from the various community groups can be conveyed to the various Divisions within that Bureau. The information contained in this report shall be used to improve the Department's community involvement practices as well as identify training needs.

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POLICE VICTIM ASSISTANCE  
PAGE 7

BY ORDER OF: Clay Steven Schicker 10/23/14  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 10/27/14  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCE REFERENCE

22.8



GENERAL ORDER 22-09  
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PAGE 2

buildings or premises, or of his person, or of his vehicle, aircraft, etc., with a view to the discovery of contraband or illicit or stolen property, or some evidence of guilt to be used in the prosecution of a criminal action for some crime or offense with which he/she is charged. (Black's Law Dictionary)

1. Person: To examine a person for something concealed, as by running one's hands over the clothing, through the pockets, etc.
2. Vehicle: An automobile, truck, truck-tractor, motor bus or self-propelled vehicle not exclusively operated on fixed rails or tracks, designed for and capable of transporting people or cargo.
3. Structure: A vehicle, vessel or structure:
  - a. Where any person lives or carries on business or other calling; or
  - b. Where people assemble for purposes of business, government, education, religion, entertainment, or public transportation; or
  - c. Which is used for overnight accommodations of persons.
4. Electronic Media: Any type of device that stores and allows distribution or use of electronic information.

#### IV. PROCEDURES

##### A. ARREST PROCEDURES

1. Arrest Authority – Police officers, having probable cause to believe that an individual or individuals have committed either a felony or misdemeanor/ordinance offense as stipulated by the laws of the State of Missouri and/or the City of Ballwin, are empowered to arrest such suspects in accordance with existing statutory authority. The offense for which the person is being arrested need not have occurred in the officer's direct presence. However, officers of this command may exercise a certain amount of discretion in their enforcement of state and local law, the parameters of which are outlined in General Order 05-05, "Discretionary Authority".

An officer may use whatever force, consistent with legal requirements and department guidelines (Refer General Order 09-01, "Use of Force"), that is reasonably necessary to effect an arrest and/or maintain custody of a suspect.

2. Arrest With a Warrant – The existence of an arrest warrant is enough, by itself, to justify the arrest of the person named in it. In those instances

where an officer is assigned to execute an arrest warrant issued upon a sworn complaint, the officer shall not be required to verify the validity of the warrant. Once the warrant has been determined to be duly signed by a judicial officer, contains the name of the suspect, and identifies the charge, the officer may execute the warrant with clear protection from civil penalty. In addition, an officer shall not be required to have physical possession of an arrest warrant at the time an arrest is made. The officer need only have personal knowledge of the warrant's existence to justify the arrest of the individual named in the warrant.

- a. Arrest warrants should be executed without unreasonable delay. In those instances where execution may be deliberately delayed so as to seize additional evidence or contraband incident to the arrest, the delay may in fact render any evidence seized, tainted and inadmissible, even though the arrest itself may be valid.
- b. As a general rule, an officer may not, in an effort to make an arrest pursuant to a felony warrant, force entry into a private premise until such time as the officer has identified himself, stated his purpose, and been refused admittance. Forced entry includes not only the use of actual force, but the opening of a locked door with a passkey or the opening of a closed but unlocked door. However, an officer may force entry if, following a reasonable amount of time, no response to an announcement of identity and purpose is forthcoming, and the officer has reasonable grounds to believe that the person to be arrested is on the premises.
- c. Forcible entry may also be permitted without knocking or announcement of statement and purpose, if reason exists to believe that such conduct would endanger the safety of either the officer(s) or occupants of the premises, or risk the destruction of evidence because of imminent police presence.
- d. Force should not be used to gain entry to a dwelling or private premises pursuant to a misdemeanor warrant, unless an emergency or other circumstances exist to make such entry imperative.
- e. Should an officer possess an arrest warrant for a subject believed to be located in the residence of a third party, the officer shall be required to:
  1. Obtain the consent of one of the owners to gain entry,
  2. Act on emergency circumstances that are not police initiated, or
  3. Obtain a search warrant.

- f. As soon as practical following an arrest where the officer is in possession of an arrest warrant, the officer shall serve the warrant on the subject named therein. Service shall consist of the officer reading the particulars of the warrant to the suspect. The officer shall then complete the service data on the rear of the warrant and cause same to be forwarded to the appropriate judicial officer.
3. Arrest Without A Warrant - An officer may initiate a full custodial arrest without an arrest warrant in a public place or under such circumstances where safety and/or time factors would preclude the officer from obtaining an arrest warrant. The only requirement shall be that the officer have "Probable Cause" to believe that a person or persons have committed a crime or are in the process of committing a crime. Probable cause may be obtained from personal observation, police radio broadcasts, victims, witnesses, anonymous tips, informants, or a combination thereof.
  - a. The use of force in order to effect an arrest, the conduct of a search incident to the arrest, the seizure of evidence, the decision to issue Miranda warnings, and the booking/processing requirements shall all conform to the policy/procedural guidelines set forth in the general orders established by this department.
4. Compliance with Legal and Constitutional Requirements - All members of this police department shall comply with all applicable Constitutional requirements in conjunction with arrest situations. As such, precautions shall be taken to avoid:
  - a. Coercion or other involuntary means to obtain confessions and/or admissions.
  - b. Delay in arraignment.
  - c. Failure to inform a defendant of their Constitutional Rights.
  - d. Deprivation of counsel.
  - e. Pretrial publicity tending to prejudice a fair trial.
5. Documentation - The facts and circumstances to support probable cause for an arrest must be properly documented. Such information shall be stated in the narrative section of the police report. Emphasis shall be given to all details surrounding the circumstances preceding the arrest. Details would include personal observations by the officer(s), statements, physical evidence, or other information which the officer used as justification to make the arrest.

B. SEARCH & SEIZURE

Members of the department may be called upon to conduct a variety of searches during any given tour of duty. Each distinct type of search is governed by varying rules and circumstances under which they may be lawfully conducted. Officers shall be required to be knowledgeable of the various distinctions in search and seizure requirements and comply with same.

1. Search Incident To Arrest - Any person taken into custody by an officer of this department shall be searched for concealed weapons, contraband or other evidence. This search shall be conducted by the transporting officer before being placed in a police vehicle. In those instances where an officer elects to initiate a full custodial arrest, the person shall be transported to police headquarters, and shall be thoroughly searched and the property inventoried pursuant to General Orders 34-04 "Prisoner Search", 35-01 "Holdover Entry and Prisoner Processing", and 35-01A "Holdover Operations".
2. Consent Search - A police officer may conduct a search of a vehicle, residence, other premises or electronic devices where they have received verbal consent to perform such a search.
  - a. The consent must be rendered voluntarily and be issued by a person with the lawful authority to waive the normal requirements for a search. While verbal consent satisfies the basic legal requirement for a lawful search, a "Consent to Search Form" (BPD #92) is available for use by members of this department and shall be used when practical. With regard to electronic devices, an "Electronic Consent to Search Form" (BPD #88) is available and shall be used when practical. The forensic search of electronic devices shall be referred to the Division of Criminal Investigations for coordination.
  - b. Once permission to conduct a consent search has been received, the search shall be valid only to the point where the owner, driver, etc. objects to further search. At that point, the officer(s) shall be required to cease any further search activity and determine what other legal recourse; search incident to arrest/search warrant, may be available to continue the search.
  - c. A vehicle owner or driver may give consent to search an automobile.
  - d. A parent may give consent to search a child's room, where the room is commonly and regularly open and accessible to the parents, and an integral part of the residence where the child has no reasonable expectation of privacy.

- e. In instances of shared ownership or authority, consent may be given by either party, in absence of the other party's objection. Apartment building owners and hotel/motel managers cannot lawfully grant consent to search a leased apartment or rented guest room on property they own or control. Such consent may only come from the tenant.
  - f. Should evidentiary items or contraband be located during a consent search, the items may lawfully be seized and shall be inventoried and packaged in accordance with department procedures. At the conclusion of a consent search, and dependent upon the results of same, the officer(s) involved may elect to immediately affect an arrest or delay such proceeding until further investigation may be conducted. The discretion shall lie with the officer.
  - g. Completed Consent to Search forms shall be properly marked, tagged and placed in evidence.
3. Stop and Frisk - In those instances where an officer stops and detains an individual for brief investigative questioning, the officer may frisk the person if he/she reasonably believes the individual to be armed with a weapon or otherwise poses a danger to him or others. Such a frisk may not be a full search. Instead, it must be a carefully limited search of the suspect's outer clothing; aimed at discovering weapons.

Should an object be detected that feels as though it may be a weapon, the officer may seize the item. However, an officer's authority to conduct a frisk on reasonable suspicion does not extend to removing from a suspect's clothing items which do not feel like a weapon. The exception to this limitation shall be in those instances where an officer's sense of touch makes it immediately apparent that an object discovered within the recesses of an individual's clothing is contraband (ex. syringe, pill bottle, bag of marijuana, etc.), and as such same may be seized. **NOTE:** Officers cannot manipulate concealed items to better determine what the item is.

If probable cause to arrest arises as a result of a frisk, an apprehension and a search incident to arrest may be conducted at that time.

4. Vehicle Search - An officer may make a warrantless search of a vehicle which was in motion, or at least capable of being mobile, when seized, and probable cause exists to believe that the vehicle contains contraband or evidence of a crime.

Should an individual be in the vehicle at the time of the arrest or seizure, officers on the scene may lawfully search the arrested person and the interior passenger compartment of the car/truck and open such containers

where the contents are immediately accessible to the occupant(s) and under their control for items relating to the crime being investigated. Most vehicle searches are more appropriately conducted under an Inventory Search/Documentation.

Such a search may be conducted at the scene, or in the event the vehicle is impounded, at the police department or impound storage lot. However; the vehicle must have been mobile at the time it was seized. In the event evidence or contraband are discovered during the course of a search, the items shall be seized and subsequently handled in accordance with department procedures.

5. Inventory - The contents of all motor vehicles that are lawfully seized and/or impounded by this department shall be subject to an inventory in accordance with the provisions of Department General Order 21-14B, Vehicle Inventory. All containers shall be searched whose contents officers determine they are unable to ascertain from examining the exterior.

Should evidence or contraband be discovered during an inventory, the item(s) shall be seized, packaged, and documented in accordance with department procedures.

6. Emergency Search - Under situations where the safety of an officer or the general public is believed to be at risk, an officer may conduct an emergency or exigent circumstances search for weapons or other hazards without probable cause irrespective of the gender of the individual involved, or the location in which the contact has occurred. However, a search under emergency conditions must be limited to dealing with the emergency. It should also be noted that in the aftermath of an emergency search, officers shall be required to clearly articulate the facts supporting such exigent circumstances in the text of their incident report.
7. Search at a Crime Scene – An officer's legal authority to search a crime scene will vary depending on the circumstances surrounding the incident being investigated. If officers can legally conduct a warrantless search or seizure based on one of the exceptions; incident to a lawful arrest, with legal consent, stop & frisk, under the moveable vehicle exception, as part of an inventory or under true emergency circumstances, listed in section IV, B. 1-6 above, then there is no need for them to obtain a search warrant. Additionally, officers are allowed to seize any evidence or contraband that is in their "plain view" during the course of their regular, lawful duties.

The mere fact officers are present at a crime scene does not grant them an exception to the search warrant requirement. In those instances where



GENERAL ORDER 22-09  
APPLICATION OF THE LAWS OF ARREST, SEARCH & SEIZURE  
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cc: City Attorney

MPCCF REFERENCE



- C. Bystanders will be evacuated from the inner and outer perimeters along with adjacent residents from the "hot" zone, unless they can safely stay within their premise without posing a threat to their safety and the operation. If injuries occur as a result of the incident, the victim(s) should be evacuated to a safe location for medical treatment unless it poses a danger to the rescuer, in which case officers should await the arrival of tactical personnel.
- D. In order to allow inter agency communications, operations will be established through the St. Louis County Police Department on the RIOT channel.
- E. When the incident is of such magnitude, the Code 1000 manual can be utilized to establish operations.
- F. Once tactical operations personnel arrive, the scene shall be turned over to the commander of the tactical unit as established by this directive. This shall include decisions for authorizing use of force and chemical agents. When tactical operations are secured, the scene will be relinquished back to the Ballwin Police Commander.
- G. Reports will be handled in the following manner:
  - 1. Ballwin officers will be responsible for completing an original incident report and for the booking and medical treatment (if needed) of the suspect, as well as any warrant application.
  - 2. Officers from the St. Louis County Police Bureau of Tactical Operations will be responsible for the report for all tactical operations involving the apprehension of the barricaded individual.
- H. Tactical officers from the St. Louis County Police Bureau of Tactical Operations will follow their established guidelines for their operations, to include intra-squad communications between tactical officers and negotiators as well as special equipment needs.

### III FULL TACTICAL RESPONSE

- A. The criteria that needs to be met prior to the St. Louis County Police Bureau of Tactical Operations responding to incidents in Ballwin are:
  - 1. Verification that a crime has been committed.
  - 2. Confirmation that a hostage and/or barricaded person situation exists and that apprehension of the suspect or resolution of the situation is beyond the capabilities of the municipal department.
  - 3. By requesting assistance the Ballwin Police Department will relinquish control of the incident to the Commander, Bureau of Tactical Operations, St. Louis County Police Department, or his designate.

- B. After meeting the above criteria, the Chief of Police or his designee shall call the Bureau of Communications of the St. Louis County Police Department and request the assistance of the Bureau of Tactical Operation. The caller should remain by the phone to be contacted by a representative of the Bureau of Tactical Operations.

#### IV. LIMITED TACTICAL ASSISTANCE

- A. Limited tactical assistance would occur when the Chief of Police, his designee, or Watch Commander has determined that a situation exists which could possibly be life threatening. Life threatening situations could include attempted suicides, family disturbances with weapons involved, or any other situation that has potential to escalate into a hostage or barricaded situation.
- B. The Chief of Police, his designee, or Watch Commander will contact the Bureau of Communications of the St. Louis County Police Department and formally request the assistance of the Bureau of Tactical Operations.
- C. Deployment for limited tactical assistance would include a supervisor, negotiator, and react team.
- D. Depending on the circumstances, our department may relinquish control of the incident to the supervisor in charge of the Tactical Operations, if to do so would facilitate the desired outcome/handling of the incident.

#### V. ACTIVE SHOOTER SCENARIO

It is understood that most situations involving hostage or barricaded subjects will be dealt with pursuant to standard procedures contained in sections II, III and IV of this Order.

- A. There are situations that may arise that place the initial responding officers in a position where they must act immediately. An active shooter must be confronted immediately and the threat must be neutralized. Every active shooter incident will be different and the environment will dictate the appropriate response. Officers will not be able to wait for supervisors and an optimal number of support personnel to respond in most situations. If the first responding officer hears shots being fired or can see the perpetrator(s), the officer must act immediately. An officer must relay to the Communications Division all pertinent intelligence prior to acting. The officer must relay the location of the incident and the point of entry that is being used to engage the perpetrator. Waiting for supervisors and support officers has proven to be ineffective and results in casualties and innocent lives being lost. Officers must engage an active shooter and supervisory approval is not needed.
- B. If the first arriving officers do not hear or see shots being fired or other aggressive actions they should wait for support units and make a methodical search. The contact teams should use the Diamond formation when searching. The first arriving supervisor should form a contact team utilizing the most qualified personnel. Officers from neighboring agencies can be used to form these teams. The supervisor may include himself in the contact team. If possible, an officer should be left outside the incident to coordinate operations with arriving personnel and to establish an incident command system. Scene command will be turned over to the first arriving member of the command staff.

- C. Entry tools will be located in the trunks of the supervisors' vehicles. In the event an active shooter has barricaded the doors of a structure, officers are authorized to force entry into the building without supervisory approval. There will be bolt cutters, sledge hammers and pry-tools in the supervisors' trunks. Patrol vehicles may be used to force entry during an active shooter incident if this is the only means of gaining entry.
- D. Radios communications will be for emergency use only during a confirmed active shooter incident. Once any officer(s) advises the Communications Division that they have made entry or are actively engaging a shooter, the Main Radio channel (#1) will be held for emergency traffic only. Officers responding to the scene should use the Ballwin Administrative channel (#5) to notify Communications that they have arrived on the scene. Officers should switch back to the main channel after the dispatcher acknowledges their arrival. Officers should eliminate all unnecessary radio traffic from both of the radio channels. The scene commander can coordinate radio communications with St. Louis County and arrange for support services via a cellular phone.
- E. Training will be held annually in the use of Active Shooter Response Methods. M.A.C.T.A.C. training will be conducted by the St. Louis County Police, Bureau of Tactical Operations and scheduled through the St. Louis County and Municipal Police Academy. It is understood that these are rare occurrences; however, this Department will respond to the best of its abilities to any Active Shooter Incident.

VI. AFTER-ACTION REPORT

Upon termination of the tactical operation, commanders and supervisors associated with the operation shall gather and review all of the actions of this Department's personnel as well as any assisting support units. A memorandum will be forwarded to the Office of the Chief of Police outlining the positive elements as well as those areas identified as areas for improvement.

BY ORDER OF:

  
Steven Snicker, Chief of Police

1/23/15  
Date

ATTESTED BY:

  
Robert Kuntz, City Administrator

1/29/15  
Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-11

EFFECTIVE: FEBRUARY 16, 2015                      CANCELS: GENERAL ORDER 84-08  
TO: ALL PERSONNEL                                      INDEX AS: DIGNITARY PROTECTION/  
SUBJECTT: DIGNITARY PROTECTION/SPECIAL EVENTS                      SPECIAL EVENTS  
V.I.P.'S

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I. PURPOSE

It shall be the policy of the Ballwin Police Department to provide security for dignitaries, visiting officials of other major governmental entities, VIP's, or other persons against whom a significant threat is perceived. Further, it is Department policy to coordinate or assist other agencies (i.e. U.S. Secret Services, FBI, St. Louis County Tactical Operations) with security/transport of VIP's. It is also the policy of this Department to coordinate and plan for the handling of special events.

II. DEFINITIONS

**Dignitary** – A person who, because of his social, political, religious or other position, may be the victim of threats of physical harm to himself, his family, or traveling companions, or may be the victim of threats of intimidation or extortion.

**Special Event** – An activity such as a parade, athletic contest, fair, or public demonstration that results in the need for control of traffic, crowds, or criminal activity.

III. VIP

It shall be the responsibility of the Chief of Police, or his designee, to coordinate security details for the protection of VIP's when such requests have been made through official channels. It should be noted that the majority of such requests will be handled by the U.S. Secret Service, U.S. State Department or the St. Louis County Police Tactical Operations Unit. Should such a request be made, the Chief of Police, or his designee, shall serve as a liaison between the Department and all outside agencies and organizations.

Because the Department's effectiveness in handling special events depends upon contingency plans relative to the events, specific plans shall include:

- A. Travel routes and/or alternatives to minimize the impact on the flow of traffic through the City of Ballwin.
- B. Advanced inspections of locations/buildings and the gathering of intelligence information.
- C. Planning and coordination with outside agencies (i.e. St. Louis County Police Tactical Operations, U.S. Secret Service, U.S. State Department and/or private security organizations).

- D. Identification and coordination with the staff of medical facilities for emergency first aid and ambulances (i.e. Mercy Hospital, Fire Protection Districts).
- E. Inter-Operable Communications coordinated through the Ballwin Police Communications Center or the St. Louis County Police Communications Division.
- F. Equipment requirements (vehicles, VIP body armor, weapons, command post, phones and any other special equipment).
- G. Identification tags for designation of approved personnel to be in secured areas.

IV. SPECIAL EVENTS

The Chief of Police, or his designee shall be responsible for the supervision and coordination of all special events that occur within the city limits of the City of Ballwin. Any number of activities that take place within the city limits of the City of Ballwin may be classified as special events as defined in Ballwin Ordinance 14-32. The Chief of Police, or his designee, shall be responsible for the development of an overall plan for each individual event. Each plan should include the following:

- A. A written plan detailing traffic flow estimate(s), crowd control needs and the crime problems that might be expected for each event.
- B. Contingency plans for traffic direction and control, logistical requirements and the use of any special operations personnel (i.e. St. Louis County Tactical Operations).
- C. After action report. The supervisor/commander of the operations shall complete a report detailing each event upon completion. The report shall include:
  - 1. Estimates of the number of people in attendance.
  - 2. A summary of any criminal activity occurring during the event.
  - 3. An account of the number of man-hours expended by the Department.
  - 4. If applicable, a summary of other departments and agencies assisting with the event.
  - 5. An evaluation of the effectiveness of the Department's plan for the event.
- D. Pre-planned routes for access to the location by emergency vehicles.

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

GENERAL ORDER 22-11  
DIGNITARY PROTECTION/SPECIAL EVENTS  
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cc: City Attorney

MPCCF REFERENCE



IV. PROCEDURES:

- A. All sworn personnel are authorized to take reports on identity theft. Recording all relevant information and data in such reports is essential to further investigation.
- B. Officers should fully record information concerning criminal acts that may have been committed by illegally using another's personal identity as covered by state and federal law.
- C. Report Classification
  1. If the offense occurred within Ballwin Police Department's jurisdiction an Identity Theft offense report will be written.
  2. If the offense occurred outside of the Ballwin Police Department's jurisdiction, a Miscellaneous Incident report should be written and forwarded to the Division of Criminal Investigations for follow-up. If in doubt, complete an original report and refer the report to the Division of Criminal Investigations for further investigation.
  3. An identity theft is committed against an individual when there is evidence that the following types of unauthorized activities have taken place in the victim's name.
    - a. Credit card charges, debit cards, ATM cards, etc.
    - b. Credit card checks written against their account.
    - c. Credit card accounts opened or account address changed.
    - d. Establishment of a line of credit at a store or obtaining a loan at a financial institution.
    - e. Goods or services purchased in their name.
    - f. Gaining access to secure areas.
    - g. Used as computer fraud.
- D. Report Documentation
  1. The victim's identifying information to include date of birth, social security number, driver's license number, other photo identification, current and most recent prior addresses, and telephone numbers should be obtained.
  2. Document the nature of the fraud or other crimes committed in the victim's name.
  3. Determine what types of personal identifying information may have been used to commit these crimes (i.e., social security number, driver's license number, birth certificate, credit card numbers, personal identification numbers, etc.) and whether any of these have been lost, stolen or potentially misappropriated.

4. Document any information concerning where the crime took place, the financial institutions or related companies involved and the residence or whereabouts of the victim at the time of these events.
5. Determine whether the victim authorized anyone to use his or her name or personal information.
6. Determine whether the victim has knowledge or belief that a specific person or persons have used his or her identity to commit fraud or other crimes.
7. The victim should be asked whether they are willing to assist in prosecution of the suspects identified in the crime.
8. Determine if the victim has filed a report of the crime with other law enforcement agencies and whether such agency provided the complainant with a report number.
9. Document/describe the crime, the documents or information used, and the manner in which the victim's identifying information was obtained.
10. Forwarded through the chain of command to the appropriate investigative officers and immediately to intelligence and federal agencies, if it appears to have national security implications.

V. ASSISTING VICTIMS

Officers taking reports of Identity Theft should take those steps reasonably possible to help victims resolve their problem. This includes providing victims with the following suggestions where appropriate.

- A. Contact the Federal Trade Commission (FTC) which acts as the nation's clearinghouse for information related to identity theft crimes – for assistance from trained counselors in resolving credit related problems. The FTC can be contacted by telephone (1-877-IDTHEFT (1-877-438-4338)) or through the internet – [www.ftccomplaintassistant.gov](http://www.ftccomplaintassistant.gov)
- B. Cancel each credit and charge card and request new cards with new account numbers.
- C. Contact the fraud departments of the three major credit reporting agencies (listed below) and ask them to put a fraud alert on the account and add a victim's statement requesting creditors to contact the victim before opening new accounts in his or her name. The victim should also request a copy of their credit report.

**Equifax** 1-800-525-6285 (to report fraud) or [www.alerts.equifax.com](http://www.alerts.equifax.com), 1-800-685-1111 (to order credit report) or [www.equifax.com](http://www.equifax.com)

**Experian** 1-888-397-3742 (to report fraud) or [www.experian.com](http://www.experian.com)

**Trans Union** 1-800-680-7289 (to report fraud), 1-800-916-8800 (to order credit report) or [www.transunion.com](http://www.transunion.com) for all inquiries

- D. If bank accounts are involved, report the loss to each financial institution, cancel existing accounts and open new ones with new account numbers. If deemed necessary, place stop payments on outstanding checks and contact creditors to explain.
- E. If a driver's license is involved, contact the state motor vehicle department. If the driver's license uses the social security number, request a new driver's license number. In such cases, also check with the Social Security Administration to determine the accuracy and integrity of the victim's account.
- F. Change the locks on the victim's house and vehicles if there is any indication that these have been copied or otherwise compromised.
- G. Note: For new unauthorized accounts that have been opened in the victim's name, find out if the company accepts the ID Theft Affidavit that has been developed by a group of credit grantors, consumer advocates and the FTC. A copy of the affidavit is available on the FTC's website ([www.ftc.gov](http://www.ftc.gov))
- H. The investigating officer should suggest the victim contact any establishments, as well as their Internet Service Provider, where their identity was fraudulently used. The victim should explain they have made an identity theft report and encourage the companies to report the fraudulent use to their appropriate jurisdiction.
- I. The officer should advise the victim not to use their mother's maiden name or the last four digits of their social security number for the password to any new accounts. These may have been stolen also.
- J. The officer should advise the victim to take notes, keeping a record of their conversations and copies of their correspondence.

## VI. INVESTIGATIONS

A copy of Identity Theft and related Miscellaneous Incident reports will be forwarded to the Division of Criminal Investigations who will be responsible for conducting the follow-up investigation.

Investigations of identity theft shall include, but not be limited to, the following actions where appropriate.

- A. Review the crime report and conduct any follow-up inquiries of victims or others as appropriate for clarification/expansion of information.

- B. Contact the FTC Consumer Sentinel Law Enforcement Network and search the database for investigative leads.
- C. Contact other involved or potentially involved law enforcement agencies for collaboration and avoidance of duplication as per the Identity Fraud Task Force Memorandum of Understanding. These agencies include, but are not limited to
  - 1. Federal law enforcement agencies such as the U.S. Secret Service, the Federal Bureau of Investigation, and the U.S. Postal Inspection Service as appropriate whether or not the victim has filed a crime report with them.
  - 2. Any state and/or local enforcement agency with which the victim has filed a crime report or where there is an indication that the identity theft took place.

If the offense occurred outside of the St. Louis area, the Division of Criminal Investigations will refer the report to the local Identity Fraud Task Force comprised of federal, state and local agencies.

VII. COMMUNITY AWARENESS AND PREVENTION

Where reasonable and appropriate, officers engaged in public education/information forums, community crime prevention and awareness presentations or similar speaking or information dissemination efforts shall provide the public on the nature and prevention of identity theft.

BY ORDER OF: Chief Steven Schicker 5/28/15  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 6/2/15  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE



- B. Victim Advocate: This generic term may apply to a wide range of service providers, rape crisis counselors, social workers, victim/witness assistance within the St. Louis County Prosecuting Attorney's Office, crisis intervention/support agencies, hospital support agencies and law enforcement officers. Depending on the primary functions of these different advocates, the levels of confidentiality and privilege they have will vary and should, therefore, always be understood by the investigating officer and communicated to the victim.

IV. PROCEDURES:

A. Dispatcher or Call-Taker Response

1. Due to the trauma of a sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria, crying and rage to laughter, calmness and unresponsiveness. There is no typical reaction, so it is important to refrain from judging or disregarding any victim.
2. When a caller reports a sexual assault, communications personnel shall follow standard emergency response procedures to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location and obtaining detailed information to identify the suspect. Information about the relationship with the victim, weapon use and history of violence shall also be obtained.
3. To ensure critical evidence is not lost, communications personnel shall:
  - a. Ask the victim if any changes have been made to the crime scene including the victim's clothing and body.
  - b. Advise the victim that an officer is enroute and to avoid making any changes to the crime scene including the victim's clothing and body.
  - c. Let the victim know that other evidence may still be identified and recovered even if the victim has made changes to the crime scene including the victim's clothing and body, and to avoid making any other changes.
  - d. Explain to the victim that these questions will not delay the officer's response to the caller's location.
  - e. Inform the responding officer after he/she has returned to service any information about the call received that may be relevant to the investigation so it can be evaluated and included in the report if warranted.

B. Initial Officer Response

1. Emergency Response
  - a. Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance if needed.

- b. Evaluate the scene for people, vehicles, or objects involved as well as possible threats.
  - c. Relay all vital information to responding officers and supervisors, including any possible language barriers.
  - d. Secure the crime scene to ensure that evidence is not lost, changed or contaminated.
  - e. Request assistance from the Division of Criminal Investigations, evidence technicians, crime laboratory personnel and the St. Louis County Prosecuting Attorney's Office when appropriate.
  - f. Begin a search for the suspect when appropriate.
2. Assisting the Victim as part of the emergency response, officers shall:
  - a. Show understanding, patience and respect for the victim's dignity and attempt to establish trust and rapport.
  - b. Inform the victim that an officer of the same sex will be provided if desired and available.
  - c. Contact a victim advocate as soon as possible to provide assistance throughout the reporting and investigative process.
  - d. Supply victims of sexual assault with the phone number for the Rape, Abuse and Incest National Network (RAINN) Hotline, 1-800-656-HOPE(4673) and the St. Louis Regional Sexual Assault Center, 314-531-7273. Operators at this hotline connect the caller with the rape crisis center closest to the victim's location.
  - e. Request the Division of Criminal Investigation to respond, and clearly explain the patrol officer and detective's roles and limit the preliminary interview so that the victim is not then asked the same questions by the detective.
  - f. Be aware that a victim of sexual assault may bond with the first responding officer. It is important to explain the role of the different members of the sexual assault response team and help with transitions through introductions.
3. Evidence Collection
  - a. Responding officers shall request the assistance or direction from the Criminal Investigation Division and/or crime scene technicians.
  - b. Responding officers shall protect the integrity of the evidence and guard the chain of custody.
  - c. Record observations to the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.
  - d. Responding officers should convey to the victim the importance of not cleaning themselves or using the bathroom until a sexual assault examination at a hospital has been conducted. However, preventing a victim from using the bathroom cannot be enforced if the victim is adamant they need to use the bathroom.

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SEXUAL ASSAULT INVESTIGATIONS  
PAGE 4

- e. Regardless if the victim reports additional consensual sexual contact after the assault took place, but prior to contacting police, a sexual assault medical examination and completion of a sexual assault collection kit should still be considered.
  - f. Sexual assaults reported 72 hours or more after the incident occurred have a diminished chance of evidence being collected during the sexual assault medical examination. A Division of Criminal Investigation Commander or Supervisor should be contacted in these instances for guidance on whether or not an examination should be conducted.
4. Identify and Locate Witnesses and Suspects
- a. Based on the victim's emotional and physical state, questions of the victim concerning the assault, and description and location of the suspect shall be limited.
  - b. Responding officers must identify and interview any potential witnesses, bearing in mind that there may be multiple crime scenes. It is especially important that the first person the victim told about the sexual assault be identified and interviewed.
5. Report Documentation
- a. The officer assigned to the initial call of the assault will be responsible for the original report. The Division of Criminal Investigations will handle the investigation from the onset, unless otherwise directed by the Commander of the Division of Criminal Investigations.
  - b. Any officer who interviews a witness or a suspect, identifies evidence, or processes a crime scene shall write his or her own report detailing the actions he or she took.

BY ORDER OF: Chief Steven Schicker 5/28/15  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 6/2/15  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE



## St. Louis Domestic and Family Violence Council Resources for Victims of Domestic and Sexual Violence (St. Louis Metropolitan Area)

Home Page

### A. Police Assistance

(911 if emergency)

Non-emergency numbers:

- St. Louis County: (314) 615-8608 (weekday daytime hours); (314) 889-2341 (evenings, weekends, holiday)
- St. Louis City: (314) 444-0100 (Dists. 1 & 2); (314) 444-2500 (Dists. 3 & 4); (314) 444-0001 (Dists. 5 & 6)

### B. Order of Protection Offices/Information

1. Courthouse Offices (to obtain a Child/Adult Order of Protection or to get assistance when such orders are violated)

a. St. Louis County - St. Louis County Courthouse, 7900 Carondelet Ave., Clayton, MO - Plaza Level

Business Hours: (Staff Member will answer).....

(314) 615-4725

(Mon. - Fri. 8:00 a.m. - 5:00 p.m., Sat. 9:00 a.m. - 12:00 p.m.)

Note: The Adult Abuse Office does not accept any filings for orders of protection after 4:00 p.m. during work week.

After Hours: If you reside in a municipality in St. Louis County, call your local police department. If no one there is able to assist you, call:

-The St. Louis County Police Department.....

(314) 889-2341 or

-The Hazelwood Police Department.....

(314) 838-5000

Also: St. Louis County Order of Protection Assistance Program (C.O.P.A.).....

(314) 615-3210

St. Louis County Domestic Violence Court.....

(314) 615-4642

b. St. Louis City - St. Louis City Civil Courts Building, 10 N. Tucker Blvd., St. Louis, MO - 9th Fl. Rm. 9I

Business Hours: (Staff Member will answer).....

(314) 622-4434

(M - F: 8:30 a.m. - 4:30 p.m.)

After Hours: Call any Metropolitan Police Department Area Station for assistance.

Also: St. Louis City Order of Protection Assistance Program (C.O.P.A.).....

(314) 621-4402

2. Missouri Victim Automatic Notification System (MOVANS).....

(866) 5MOVANS

[www.violink.com](http://www.violink.com)

3. Victim Address Confidentiality Program (Safe At Home).....

(866) 509-1409

[www.mosafeathome.com](http://www.mosafeathome.com)

### C. General Domestic and Sexual Violence Victim Assistance Hotlines/Websites

1. Hotlines

• National Domestic Violence Hotline.....

(800) 799-7233 / (800) 787-3224 (TTY)

- **Domestic Violence and Sexual Assault (Safe Connections) Hotline:**.....  
(314) 531-2003
- **Rape Crisis Line (St. Louis Regional Sexual Assault Center):**.....  
(314) 531-7273
- **ALIVE Hotline:**.....  
(314) 993-2777
- **Safe Connections 24-Hour Crisis Helpline:**.....  
(314) 531-2003
- **Life Source Consultants Hotline:**.....  
(314) 524-0686
- **National Sexual Assault Hotline:**.....  
(800) 656-4673
- **National Teen Dating Abuse Helpline:**.....  
(866) 331-9474 / (866) 331-8453 (TTY)
- **Missouri Elder Abuse Hotline:**.....  
(800) 392-0210
- **Missouri Child Abuse Hotline:**.....  
(800) 392-3738
- **Youth Violence Prevention Hotline:**.....  
(800) 367-2543

## 2. Websites

- **St. Louis County Domestic Violence Court:** [www.STLOUISCO.COM/CIRCUITCOURT/DOMESTICVIOLENCE](http://www.STLOUISCO.COM/CIRCUITCOURT/DOMESTICVIOLENCE)
- **Missouri Coalition against Domestic and Sexual Violence:** [www.MOCADSV.ORG](http://www.MOCADSV.ORG)
- **Missouri Bar Association:** [www.MOBAR.ORG](http://www.MOBAR.ORG) - "Handbook for Survivors of DV"
- **Missouri Attorney General:** [www.ago.mo.gov/publications-domesticviolence](http://www.ago.mo.gov/publications-domesticviolence)
- **National Coalition against Domestic Violence:** [www.NCADV.ORG](http://www.NCADV.ORG)
- **American Bar Association:** [www.ABANET.ORG](http://www.ABANET.ORG) (Follow the "Commission on Domestic Violence" links)
- **National Network to End Domestic Violence:** [www.NNEDV.ORG](http://www.NNEDV.ORG)
- **National Immigration Project of the National Lawyers Guild:** [www.nationalimmigrationproject.org](http://www.nationalimmigrationproject.org) (Click "Domestic Violence" link)
- **Rainbow Domestic Violence (GLBT):** [www.rainbowdomesticviolence.itgo.com](http://www.rainbowdomesticviolence.itgo.com)

## D. Domestic Violence Shelters

- **Alternatives to Living in Violent Environments (ALIVE):**.....  
(314) 993-7080 St. Louis County  
[www.alivestl.org](http://www.alivestl.org)
- **Bridgeway Women's Center:**.....  
(800) 941-9144 Franklin County  
[www.bridgewaybh.com](http://www.bridgewaybh.com)
- **Kathy J. Weinman Shelter:**.....  
(314) 423-1117  
[www.co-st-louis.mo.us/dhs/kjweinmanshelter.html](http://www.co-st-louis.mo.us/dhs/kjweinmanshelter.html)
- **St. Martha's Hall:**.....  
(314) 533-1313  
[www.saintmarthas.org](http://www.saintmarthas.org)
- **The Women's Safehouse:**.....  
(314) 772-4535  
[www.twsh.org](http://www.twsh.org)

## E. Domestic and Sexual Violence Victim Advocacy/Counseling Services

- **A.C.C.E.S.S. (MERS/Goodwill) (Employment Services):**.....  
(314) 646-5845  
[www.mersgoodwill.org](http://www.mersgoodwill.org)
- **Alice's House:**.....  
(314) 839-4357
- **AWARE (Barnes-Jewish Hospital) (for BJC hospital patients only):**.....  
(314) 362-9273  
[www.barnesjewish.org](http://www.barnesjewish.org)
- **Crime Victim Advocacy Center:**.....  
(314) 652-3623 Hotline  
[www.supportvictims.org](http://www.supportvictims.org)

- **The LEAD Institute (Leadership through Education & Advocacy for the Deaf)**.....  
 (800) 380-3323  
[www.deaflead.org](http://www.deaflead.org) Deafline  
 (636) 219-9880; (573) 445-5005 Office
- **Life Source Consultants**.....  
 (314) 524-0688 Hotline  
[www.lifeforceconsultants.org](http://www.lifeforceconsultants.org).....  
 (314) 524-4130 Office
- **Lydia's House**.....  
 771-4411  
[www.lydiahouse.org](http://www.lydiahouse.org)
- **Redevelopment Opportunites for Women (Row)**.....(314) 588-8300  
[www.row-stl.org](http://www.row-stl.org)
- **Safe Connections**.....  
 (314) 531-2003 Hotline  
[www.safeconnections.org](http://www.safeconnections.org).....  
 (314) 646-7800 Office
- **South Asian Women Empowerment Region Association (SAWERA)**.....  
 (877) 729-3722 Hotline  
[www.sawera.org](http://www.sawera.org).....  
 (314) 435-3722 Office
- **Woman's Place**.....  
 (314) 645-4848  
[www.womansplacestl.org](http://www.womansplacestl.org)
- **Women of Grace**.....  
 (314) 652-2572 Hotline  
[www.womenofgrace.org](http://www.womenofgrace.org).....  
 (314) 652-9196 Office
- **YWCA St. Louis Regional Sexual Assault Center**.....  
 (314) 531-RAPE Hotline  
[www.ywca.org](http://www.ywca.org).....  
 (314) 726-6665 Office

#### F. Domestic and Sexual Violence Legal Resources

- **Catholic Legal Assistance Ministry**.....  
 (314) 977-3993  
[www.cclm.org](http://www.cclm.org)
- **Lasting Solutions/Legal Services of Eastern Missouri**.....  
 (314) 534-4200 Office  
[www.lsem.org](http://www.lsem.org)  
 (800) 444-0514
- **Legal Advocates for Abused Women (LAAW) of the Crime Victim Advocacy Center (CVAC)**.....(314) 664  
[www.laawstl.org](http://www.laawstl.org)
- **St. Louis Circuit Attorney's Victim Services**.....(314) 622-4373  
[www.circuitattorney.org](http://www.circuitattorney.org)
- **St. Louis County Prosecuting Attorney's Office, Victim Services Division**.....(314) 615-4872  
[www.stlouiscopa.com](http://www.stlouiscopa.com)
- **St. Louis University School of Law, Legal Clinic**.....(314) 977-2778  
[www.law.slu.edu/academics/clinics/civil-advocacy-clinics](http://www.law.slu.edu/academics/clinics/civil-advocacy-clinics)
- **Washington University School of Law, Civil Justice Clinic**.....(314) 935-7238  
[www.law.wustl.edu/civiljustice](http://www.law.wustl.edu/civiljustice)

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-14

DATE: MAY 27, 2015                      CANCELS: GENERAL ORDER 112-10  
TO ALL PERSONNEL                      INDEX AS: SAFE PLACE FOR NEWBORNS ACT  
SUBJECT: SAFE PLACE FOR NEWBORNS ACT

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I. PURPOSE

The purpose of this General Order is to establish policy and procedures for dealing with an infant that is "abandoned" by a parent. The information presented here is in accordance with RSMO 210.950.

II. POLICY

Law Enforcement Officers are required by the above statute to receive and provide certain care for infants turned over to them by a parent within one year of the child's birth, and the infant has not been abused or neglected by the parent prior to such delivery to a law enforcement officer. This Department will accept and provide immediate medical assistance for any child or infant that either needs attention or is turned over to this Department as no longer wanted.

III. DEFINITIONS

- A. Police Officer: A commissioned employee or Reserve Police Officer of the Ballwin Police Department.
- B. Hospital: Any hospital, as defined by RSMo 197.020, which has a pediatrician on duty in the emergency department.
- C. Relinquishing Parent: The biological parent or person acting on such parent's behalf who leaves a newborn infant with any person listed below:
1. An employee, agent, or member of the staff of any hospital, maternity home, or pregnancy resource center in a health care provider position or on duty in a non-medical paid or volunteer position; or
  2. A firefighter or emergency medical technician on duty in a paid position or on duty in a volunteer position; or
  3. A law enforcement officer.

IV. RESPONSIBILITIES OF DEPARTMENTAL PERSONNEL

- A. Police officers are required by RSMo 210.950 to accept infants from a "relinquishing parent" without a court order and shall take physical custody of a child the police officer reasonably believes to be no more than forty-five days old and is delivered in

accordance with RSMo 210.950 by a person purporting to be the child's parent. If delivery of a newborn is made pursuant to RSMo 210.950 in any place other than a hospital, the police officer or person taking physical custody of the child shall arrange for the immediate transportation of the child to the nearest hospital licensed pursuant to RSMo 197.020. The Police Department will maintain an approved infant vehicle seat for transportation.

- B. The hospital and medical staff shall perform treatment in accordance with the prevailing standard of care as necessary to protect the physical health or safety of the child. The hospital shall notify the Children's Division and the St. Louis County Family Court upon receipt of a child pursuant to statute. The St. Louis County Family Court shall immediately begin protective custody proceedings and request the child be made a ward of the court during the child's stay in the medical facility. Upon discharge of the child from the medical facility and pursuant to a Protective Custody Order ordering custody of the child to the division, the Children's Division shall take physical custody of the child. The parent's voluntary delivery of the child in accordance with RSMo 210.950 shall constitute the parent's implied consent to any such act and a voluntary relinquishment of such parent's parental rights.

#### V. PROSECUTION

- A. A parent shall not be prosecuted for a violation of Abandonment of a Child -1<sup>st</sup> Degree (RSMo 568.030), Abandonment of a Child -2<sup>nd</sup> Degree (RSMo 568.032), Endangering the Welfare of a Child - 1<sup>st</sup> Degree (RSMo568.045) or Endangering the Welfare of a Child- 2<sup>nd</sup> Degree (RSMo 568.050) for actions related to the voluntary relinquishment of a child up to forty-five days old pursuant to RSMo 210.950 if:
1. Expressing intent not to return for the child, the parent voluntarily delivered the child safely to the physical custody of any of the following persons:
    - a. An employee, agent, or member of the staff of any hospital, maternity home, or pregnancy resource center in a health care provider position or on duty in a nonmedical paid or volunteer position;
    - b. A firefighter or emergency medical technician on duty in a paid position or on duty in a volunteer position; or
    - c. A law enforcement officer;
  2. The child was no more than forty-five days old when delivered by the parent to any person listed above; and
  3. The child has not been abused or neglected by the parent prior to such voluntary delivery.
- B. A parent voluntarily relinquishing a child under RSMo 210.950 shall not be required to provide any identifying information about the child or the parent. No person shall induce or coerce, or attempt to induce or coerce, a parent into revealing his or her identity. No officer, employee, or agent of the State of Missouri any political subdivision of this state

shall attempt to locate or determine the identity of such parent. In addition, any person who obtains information on the relinquishing parent shall not disclose such information except to the following:

1. A birth parent who has waived anonymity or the child's adoptive parent;
2. The staff of the Department of Health and Senior Services, the Department of Social Services, or any county health or social services agency or licensed child welfare agency that provides services to the child;
3. A person performing Juvenile Court intake or dispositional services;
4. The attending physician;
5. The child's foster parent or any other person who has physical custody of the child;
6. A Juvenile Court or other court of competent jurisdiction conducting proceedings relating to the child;
7. The attorney representing the interests of the public in proceedings relating to the child; and
8. The attorney representing the interests of the child.

VI. REPORTING

In all cases involving the voluntary relinquishing of a child, a police incident report will be completed detailing as much information as possible.

BY ORDER OF: Chief Steven Schicker 5/29/15  
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 6/2/15  
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-15

EFFECTIVE: October 12, 2015

REVISED: APRIL 1, 2016

TO: ALL PERSONNEL

INDEX AS: CRIME SCENES  
PRELIMINARY INVESTIGATIONS  
SPECIAL INCIDENTS

SUBJECT: INITIAL RESPONDING OFFICER RESPONSIBILITIES

---

I. PURPOSE

The purpose of this General Order is to establish a procedure for preliminary investigations to be performed by the initial officer.

II. PROCEDURE

- A. It shall be the duty of the initial responding officer to conduct a thorough investigation. The Division of Uniform Patrol will be responsible for most preliminary investigations; however, a detective can be requested to respond to scenes at the request of a Supervisor or Watch Commander. The responding officer shall be careful to observe the conditions of the scene as he/she is responsible for the preparation of a written report of the incident.
- B. Officers will make every effort to interview the victim, complainant and all witnesses. Additionally, the responding officer will perform an area canvass for possible witnesses, and will also determine the extent of the victim's injuries and render appropriate aid when needed.
- C. The initial responding officer will be responsible for detecting, maintaining and protecting evidence at the crime scene. He/she is also responsible for arranging for the collection of evidence pursuant to General Order 33-01A, Evidence Collection and Preservation.
- D. The initial officer will interview the complainant, witnesses and if a suspect is apprehended, the initial officer will interrogate the offender when it is acceptable and within the scope of the officer's ability and knowledge of the case.
- E. Based upon the nature of the offense, circumstances may arise when the services of federal law enforcement agencies may be needed to assist in the investigation, or the agency may have concurrent jurisdiction. The following procedures shall apply when seeking the assistance of a federal agency:

GENERAL ORDER 22-15  
INITIAL RESPONDING OFFICER RESPONSIBILITIES  
PAGE 2

1. The Watch Commander shall be advised. It is his decision as to whether the offense falls under federal jurisdiction. The Commander of the Division of Criminal Investigations (DCI) shall be contacted with the details of the offense and he will make the determination on federal agency assistance and/or jurisdictional notifications.
2. The types of offenses or circumstances that may warrant federal or state assistance include, but are not limited to the following:
  - a. Bank robberies – F.B.I.
  - b. Firearms, alcohol and tobacco offenses – A.T.F.
  - c. Counterfeiting – Secret Service
  - d. Chemical or hazardous material spills – E.P.A., Missouri D.N.R.
  - e. Mail tampering, etc. – Postal Inspectors
  - f. Plane crash – Federal Aviation Administration

III. RESPONSE TO SCENE

- A. Assigned units shall proceed promptly to a crime scene but shall do so in a safe manner. Other patrol units shall not respond to a crime scene unless specifically directed to respond. Units not assigned or directed to respond should remain on the perimeter to assist in the apprehension of the offender or to perform other duties as directed.
- B. When approaching the scene, the officer shall be alert for any signs of suspicious activity, especially any evidence of a fleeing suspect and should be alert for a preliminary description or other useful information from the dispatcher.
- C. The initial responding officer shall immediately determine the need for medical or first aid for any injured person on the scene. Appropriate medical assistance will be requested for injured persons.
- D. When an officer has determined that a crime has occurred, the officer may then seek to arrest the offender if there is a reasonable likelihood that the offender can be apprehended.
- E. The officer, as soon as practical, shall advise the dispatcher of the following information:
  1. The nature of the crime.
  2. A description of the offender and the direction he fled.

3. A description of the vehicle, if any.
4. Whether or not the suspect is armed.

IV. CRIME SCENE PROCEDURES

Crime scene procedures will vary according to seriousness of the offense. Processing of a scene is dependent on the incident/offense and shall be determined by the Watch Commander.

- A. The officer shall preserve the crime scene and preserve evidence until it is collected or processed.
- B. Physical evidence shall not be touched or moved unless it is absolutely necessary to ensure its preservation.
- C. A protective barrier or crime scene tape/ribbon may be used to keep unauthorized persons from entering the crime scene.
  1. Entry into the crime scene should be restricted to as few officers as possible in order to avoid contamination of physical evidence.
  2. The names and DSN's of officers entering the crime scene shall be recorded by the officer securing the scene.
- D. Victims and witnesses, if any, should be separated while following all safety measures. Complete the interview and document a statement from each individual. Officers shall provide the witness/victim with the Departmental Witness Statement Form (BPD #119) and request the witness or victim make a written statement.
  1. Written statements shall be obtained in all crimes against persons, or less serious offenses if the officer believes the written statement will be beneficial in bringing the investigation to a successful conclusion and aid in prosecution.
  2. The written statement shall be signed by the witness/victim, properly packaged and submitted as evidence. A photocopy of the statement shall be attached to the police report.
- E. Photograph the crime scene and crime scene processing shall be performed by a patrol Crime Scene Processor or the DCI. When a Crime Scene Processor or a detective is assigned to conduct an investigation of a crime scene he/she shall have responsibility to use all available investigative techniques to conduct a thorough investigation for prosecution.
- F. For minor municipal offenses which do not require processing, the initial responding officer shall:

1. Search for and collect items of evidentiary value which do not need to be processed by a Crime Scene Technician.
  2. Utilize a Patrol Digital Camera to document the scene and evidence location.
  3. The officer will respond to the station and download the images to the designated Crime Scene Photograph Folder on the City's computer network. The images will be saved in the folder utilizing the case number. A color copy of the images will be printed out and attached to the report. Leaving the Scene and traffic accident photographs do not need to be printed out.
  4. Domestic assault, and cases that may be prosecuted by the St. Louis County Prosecuting Attorney's Office, will be photographed by a crime scene processor.
  5. The officer will reformat the memory card in the camera once the images are saved to the Crime Scene Photograph folder and the images have been printed out.
  6. At no time shall personal devices, i.e., iPhones, iPads, Androids, etc., be used to photograph a crime scene or incident.
- G. Determine the extent of the crime. If property loss, determine exact location, dollar amount, serial numbers, brands, models and all other pertinent information.
- H. Document all investigative activities to ensure that all necessary information is included in reports. Coordinate with patrol units to do an area canvass.

V. PRELIMINARY INVESTIGATION CHECK LIST

The following check list summarized the duties of an officer conducting a preliminary investigation at a scene of a crime.

- A. Care for the victim if medical attention is necessary.
- B. Arrange for the immediate pursuit of the perpetrators if possibility of apprehension is likely.
- C. Provide the best possible description of perpetrators to the dispatcher, to include information regarding the direction of travel and whether the suspects are armed or dangerous.
- D. Arrest a perpetrator if possible.
- E. Carefully protect the crime scene from intrusion or change and preserve all physical evidence.

GENERAL ORDER 22-15  
INITIAL RESPONDING OFFICER RESPONSIBILITIES  
PAGE 5

- F. Seek witnesses and direct that they remain at the scene until questioned.
- G. Identify all persons, to include all officers present and record names, addresses and telephone numbers.
- H. Listen for and note any unguarded remarks made by witnesses or others present at the scene.
- I. Make inquiries of neighbors and bystanders as to their knowledge of suspicious persons or vehicles in the vicinity.
- J. Note and record conditions at the crime scene such as exact time of the incident, time of initial report, who made the report, weather, visibility, street lighting and all other pertinent information.
- K. Complete a detailed report of all that was observed and learned during the preliminary investigation.

BY ORDER OF:

  
Kevin Scott, Chief of Police

4/7/16  
Date

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-16

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 22.2 (2004)

TO: ALL PERSONNEL

INDEX AS: ALARMS  
BURGLAR ALARMS  
HOLDUP ALARMS  
PANIC ALARMS

SUBJECT: ALARMS

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I. PURPOSE

The purpose of this General Order is to establish procedures for response to various types of alarms reported within the City of Ballwin

II. GENERAL

Officers of the Ballwin Police Department will respond to reports of alarm soundings concerning holdups, burglaries in progress, fires, panic situations and medical emergencies. These alarms will be received through the Division of Communications and relayed to the appropriate Ballwin patrol units.

III. PROCEDURES

A. Holdup Alarms

1. In all cases two units will be assigned to the alarm. The assigned units shall respond as quickly and safely as practical; however, without lights or sirens and obeying all traffic laws. Additionally, the on-duty supervisor shall be notified. If the officers receive information that indicates the alarm is a legitimate robbery in progress or other criminal activity, the officer may utilize lights and sirens in responding.
2. Upon arrival on a holdup alarm, the responding officers will advise each other of their locations with regard to the building entrance (front, rear, etc.) If possible, officers will position their vehicles so they are not readily visible to persons inside the business and so as to afford a maximum amount of cover for themselves. Officers will remain outside of the business. The dispatcher will place the station '10-6' and allow radio traffic only related to the holdup alarm.
3. Tactical positioning of the responding officers shall:

- a. Park police vehicle in a defensive position.
  - b. Take a defensive position near the vehicle and cover the areas most likely to be used as an escape route.
  - c. Observe the area in total; inside and outside of the building location.
4. The officer will then notify the dispatcher to make telephone contact with personnel inside the business to determine if the alarm is valid. If the employee advised the alarm is false or accidental, the dispatcher should ascertain the employee's name and clothing description and ask them to step outside to contact the officers on scene.
    - a. In the interim and at the discretion of the on-scene officer(s), person(s) leaving or preparing to enter the business will be detained until the status of the alarm is determined.
    - b. If the alarm is verified as false, officers on the scene should notify the dispatcher immediately so the station can be cleared.
  5. If the alarm is verified as being legitimate, officers should take the appropriate action to secure the scene and insure the safety of citizens in the area. The officers on the scene should then have the dispatcher notify the on-duty supervisor the alarm is legitimate.
  6. If for any reason you must enter the business, use extreme caution, observe activities present and make certain your fellow officer is aware of where you will be.
- B. Burglar Alarms: Residential or Business
1. When a burglar alarm is reported, the appropriate sector car shall respond as the primary unit with an assigned assist unit. The assigned units shall respond as quickly and safely as practical; however, without lights or sirens and obeying all traffic laws. If the officers receive information that indicates an emergency response is necessary, the officers may utilize lights and sirens in responding.
  2. If the alarm is deemed a mistake or malfunction, the following will be the course of action taken: the assigned cars will be told to (10-22) disregard the call and to resume the normal patrol duties.
  3. Upon arrival, the responding officers shall communicate to each other their location, i.e., front or rear of building. They will cautiously check the business or residence and determine if it is secure or if a burglary has occurred or is occurring. Additionally, observed the area outside of the building in question, looking for

suspicious activities and/or signs of forced entry and/or persons and/or vehicles leaving the area.

4. If the business/residence is insecure, officers will treat the call as a burglary in progress and will notify the on-duty supervisor prior to checking the interior. A minimum of two officers are required for building checks.
5. In the case of a business, it will be the primary response unit's obligation to see the emergency contact is notified and the status of the alarm is reported (i.e., building secure, open door found, burglary discovered, etc.) This notification shall be accomplished by calling the dispatcher and requesting notification to the emergency contact. The sector officer will stand by at the location until someone of authority over the property arrives on the scene.

C. False Alarms

1. After verifying an alarm was false or unnecessary the primary officer will advise the dispatcher, who will include this in the CAD (Computer Aided Dispatch) notes of the alarm call.
2. On a daily basis the Division of Records will review the CAD report and record all false alarm calls in the False Alarm Database. Following the first false alarm the resident/business will be sent a warning letter advising them of the false alarm and possible fine(s) for future false alarms. Following a third false alarm within a calendar year, a False Alarm Bill will be sent to the resident/business by the Division of Records.
3. Recipients of False Alarm Bills may appeal them to the Commander of Bureau Administration and Operation Support, who, based on weather conditions, power outages or other mitigating circumstances at the time of the false alarm, may waive the fine.
4. Fire alarms shall be handled as an "NRN" (No Report Necessary) in all cases by the responding police officers.

D. Internal Panic Alarms – Board Chambers/Court Room Panic Alarm

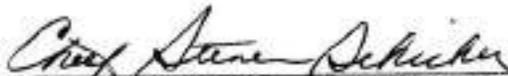
1. Upon receiving an alarm in the Division of Communications from the Board/Court Room, the dispatcher will attempt to contact the officer working security during the Board meeting to verify an emergency. If there is no response from the Board Room Officer, contact any police personnel in the station and have them respond to the Board Chambers/Court Room. The sector car shall be dispatched until verification can be verified.

2. If the panic alarm is received during a Municipal Court Session, the bailiff will be contacted by radio to verify if there is an emergency or some other need for assistance. If no officers are available at the station and the bailiff cannot be contacted, the appropriate sector car will be assigned and respond as the primary unit with an assigned assist unit. The assigned units shall respond as quickly and safely as practical; however, without lights or sirens and obeying all traffic laws. If the officers receive information that indicates an emergency response is necessary, the officer may utilize lights and sirens in responding.
3. If the panic alarm is received during a Planning and Zoning meeting, the response shall be the same as a Municipal Court Session by contacting an officer at the station or dispatching the sector car.
4. A call for a panic alarm will then be entered into the CAD computer
5. During all City run meetings in the Board/Courtroom, the Division of Communications shall monitor the Board/Courtroom cameras once a panic alarm is activated.

E. Safety

In responding to alarms, officers should exercise prudent driving habits, considering public as well as officer safety. An officer responding with red lights and siren may proceed past a red traffic signal, but only after slowing down as may be necessary for safe operation. Officers should always use the highest degree of care on the scene, presuming there is a crime in progress. At no time should public or officer safety be taken lightly.

BY ORDER OF:

  
Steven Schicker, Chief of Police

10/12/15  
Date

cc: City Attorney

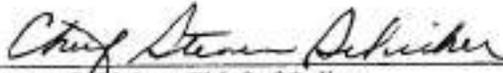
MPCCF REFERENCE



GENERAL ORDER 22-17  
RESPONDING TO AMBULANCE AND FIRE CALLS  
PAGE 2

2. Traffic/crowd control.
3. Assist Fire District Personnel.
4. Secure necessary information and prepare proper police report and/or notification.
5. In the event the fire is not accidental or appears suspicious, the On-Duty Watch Commander shall be notified. The Watch Commander will then notify the Commander of the Division of Criminal Investigation, requesting a Department Fire Investigator to respond.

BY ORDER OF:

  
Steven Schicker, Chief of Police

10/12/15

Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-18

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 97-10

TO: ALL PERSONNEL

INDEX AS: BOMB THREATS

SUBJECT: BOMB THREATS

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I. PURPOSE

The purpose of this General Order is to define the role and responsibilities of officers responding to reported bomb threats.

II. RESPONSE

- A. A watch commander or supervisor will be notified of all bomb threats and response to the threatened location along with a patrol officer. Notifications will not be made over the police radio.
- B. Radio and/or cellular telephone transmissions shall not take place until the likelihood of the presence of an explosive device has been discounted; blasting caps can be detonated by FM radio transmission.
- C. The Central County 911 Dispatch center should be alerted by telephone of the threat and again when the situation has been cleared.
- D. If the target of the threat is such that it attracts media attention, a media staging area shall be designated and the Department Media Relations Officer shall be notified.

III. BUILDING SEARCHES AND EVACUATIONS

- A. Supervisors and assigned officers may search a premise for suspicious objects and should make every effort to do it with a person familiar with the premise.
- B. A supervisor may request the assistance of a bomb detection canine based upon availability.
- C. Absent the verified presence of an explosive device, members of this Department will not make a recommendation as to the evacuation of the building. Responsibility for the decision to evacuate rests with the person in charge of the premise.

- D. If a device or suspicious package is found, the officer will order, and assist, in an orderly evacuation of all persons to a place of safety located a minimum of five hundred (500) feet from the premise. The selected assembly area should be searched for a secondary device prior to allowing it to be used as an assembly area.
1. The size, shape, color and location of any device discovered shall be noted. Absolutely no effort shall be made to move, handle or manipulate the object.
  2. Notify the St. Louis County Police Department's Arson & Explosives Unit; ensure that a person knowledgeable with the physical layout of the site is available to the Unit upon their arrival.
  3. Notify the Fire Protection District to respond for standby.
  4. All notification should be made by land-line telephone. If radio transmissions are absolutely necessary, hand-held units should be used at a distance of three hundred (300) feet or more from the suspected device.
- E. If no device or suspicious package is found during the search, no matter how thorough, officers of this Department will not make a representation that there is not a bomb present, nor that it is safe to re-enter the premise. This decision rests solely with the person in charge of the site.

#### IV. REPORTING REQUIREMENTS AND EVIDENCE SEIZURE

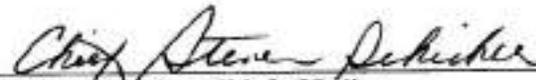
- A. All bomb threats, bogus or genuine, will require an offense report.
- B. When the threat is received by telephone:
1. Fully identify the person(s) who spoke with the caller.
  2. Document what was discerned about the caller by the recipient: approximate age, race, sex, speech patterns and dialect, educational level, etc.
  3. Document the call recipient's impression of background noises, (traffic noises, crowds, television or radio broadcasts, machinery, etc.) and the quality of the telephone transmission (possible cellular or cordless phone transmission or caller ID if available).
  4. Document exact quotations of the caller's statements, if possible, which may provide a motive for the act.
  5. If the call was recorded, seize a recording of the call as evidence.
  6. If caller ID is available, document the information captured.

- C. If the bomb threat is received in written form, the method of delivery must be noted in the report (U.S. Mail, courier service, discovered on the premise, etc.).
1. Do not handle the document; request that an ID unit respond to seize it, or in their absence package the document using care not to touch it with bare hands so as not to contaminate it for possible lab analysis.
  2. Identify all persons having handled the document and ensure that they remain available so that elimination fingerprints may be obtained.

V. EXPLOSIONS

- A. It will be the responsibility of the responding officer(s) to establish a perimeter, restrict access, and summon whatever assistance is necessary. Proper crime scene procedure will be in effect and maintained.
- B. The presence of a second device is a possibility and officers should search the area in order to determine the presence of such a device. Special attention should be directed to evacuation assembly areas. Radio and cellular phone transmissions are discouraged until detectives from the St. Louis County Police Arson and Explosive Unit have arrived and determined otherwise.

BY ORDER OF:

  
Steven Schicker, Chief of Police

10/12/15  
Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-19

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 22.6 (2004)

TO: ALL PERSONNEL

INDEX AS: PLANE/HELICOPTER CRASH

SUBJECT: RESPONSE TO AIRCRAFT ACCIDENTS

---

I. PURPOSE

The purpose of this General Order is to outline basic guidelines and responsibilities for officers responding to accidents involving downed aircraft.

II. POLICY

The responsibilities of the Ballwin Police Department at the scene of an aircraft accident are:

- A. Maintain entrance and exits to staging for fire district vehicles.
- B. Maintain crowd control away from staging areas and incident scene.
- C. Secure the accident scene (evidence preservation).
- D. Assist fire district with operational requests.

III. PROCEDURE

- A. Responsibilities of the primary responding officer:
  - 1. Maintain a police presence at the fire district command post until a police supervisor arrives. During this time obtain information that will be necessary to identify the scene, provide traffic and crowd control and secure the accident scene.
  - 2. The officer should respond to directions given by the on scene fire commander until the arrival of the police supervisor.
  - 3. Maintain a safe distance from any downed aircraft due to potential fire or explosion.
- B. Responsibilities of the police supervisor:
  - 1. Determine the location of the incident.

2. Establish the Incident command System in cooperation with fire district personnel.
3. Insure officers respond to proper staging area.
4. Determine if additional police personnel are needed.
5. Coordinate all activities with fire district personnel.
6. Insure notifications to the proper investigatory agencies, Ballwin Command Personnel, Department of Field Operations and the Division of Criminal Investigations.
7. Remain at the fire incident command post to coordinate fire and police activities.

Officers should remember the fire district has the initial responsibility of fire suppression, rescue and first aid. Until the scene is relinquished by the on scene fire commander, the fire district is in charge of the incident. When the scene is relinquished by the fire district, the police supervisor will become responsible for evidence preservation and crowd control.

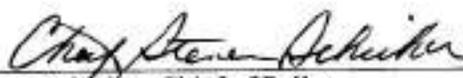
C. Reporting

1. A miscellaneous incident report will be completed by the primary responding officer for all aircraft accidents documenting property damage which occurred as a result of the incident, or if injury or death occurred.
2. Assisting officers shall file supplemental reports if eye witness statements are obtained or evidence discovered.
3. Division of Criminal Investigation (DCI) personnel assisting the FAA shall file supplemental reports on their investigative findings.

D. Notifications

The St. Louis Flight Service Station of the Federal Aviation Administration must be notified anytime there is a crash of any aircraft, civilian or military or the emergency landing of any aircraft, civilian or military. In the event a military aircraft is involved, notification will also be made to Base Operations at Scott Air Force Base, Belleville, Illinois.

BY ORDER OF:

  
Steven Schokker, Chief of Police

10/12/15  
Date

GENERAL ORDER 22-19  
RESPONSE TO AIRCRAFT ACCIDENTS  
PAGE 3

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-20

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 22.12 (2004)

TO: ALL PERSONNEL

INDEX AS: CHECK THE WELFARE  
ASSIST AN INVALID

SUBJECT: RESPONSE TO CHECK THE WELFARE CALL

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I. PURPOSE

The purpose of this General Order is to establish uniform procedures for responding to calls in which police personnel are asked to check on the welfare of an individual at a private residence.

II. POLICY

The Ballwin Police Department will respond to all requests to check on the welfare of a person(s) when the caller has been unable to contact the person(s) in question and believes the person(s) may be ill, injured or in some other way in danger. Requests to check the welfare may be refused when a history of such calls have been made with the investigation revealing any danger to the person(s) in question has been unfounded and it appears that the calls are being made in an attempt to harass the person(s) in question.

III. PROCEDURES

- A. Officers responding to calls to check the welfare shall make every attempt to contact the person(s) in question in order to establish their well-being. This effort may include, but will not be limited to, checking the interior of an insecure residence, locating vehicles, contacting neighbors, relatives, co-workers and checking with delivery drivers.

Upon contacting the person(s) in question the officers shall establish their well-being and advise them of the person's name and telephone number, who had been attempting to contact them, or obtain any assistance they may need.

- B. In the event officers are unable to contact the person(s) in question and the residence is secure, forcible entry may be made if the officers can develop a reasonable belief that exigent circumstances exist and that the person(s) may be inside and ill or injured. This belief shall be based on statements by the caller or others contacted and observations of the officers, such as bodies in the residence, vehicles present, an accumulation of mail, etc., that would indicate the person(s) is probably in the residence and is likely ill or injured. Officers will obtain approval of the Watch Commander prior to attempting forced entry. When making forced entry officers shall use the least intrusive method possible.



CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-21

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 22.4 (2004)

TO: ALL PERSONNEL

INDEX AS: KEEP THE PEACE  
PROPERTY DISPUTES

SUBJECT: STAND BY TO KEEP THE PEACE

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I. PURPOSE

The purpose of this General Order is to establish and set uniform guidelines when officers from this Department respond to 'Stand By To Keep The Peace' complaints. These types of calls would include, but are not limited to, car repossessions, landlord/tenant conflicts, or domestic disputes not involving physical assaults, but merely division of property.

II. PROCEDURE

- A. It shall be the policy of this Department to respond to legitimate calls for service requesting officers to stand by to keep the peace at any location within the City of Ballwin.
- B. Two officers shall respond to "Keep the Peace" complaints. Utilizing two officers enhances the safety of all parties and provides additional witnesses and documentation in case an incident does occur.
- C. When responding to the type of calls mentioned, it is important for officers to remain neutral in the situation regardless of which party calls the police.
- D. Officers who are present at these types of calls should assume the role of an information mediator. In domestic related calls officers shall direct the parties to seek legal counsel and/or make other arrangements at a later date. Should it become necessary that the officers return to the scene due to a physical confrontation, the officer(s) should take appropriate action commensurate to the specific actions of the involved parties.

III. REPORTING

- A. When an officer responds to a call for police where he/she must stand by, and if the matter is resolved without conflict, no police report is required.
- B. If an officer responds and has to intervene in terms of police action, the responding officer shall complete an incident report, thoroughly documenting the offense and any police action taken.

GENERAL ORDER 22-21  
STAND BY TO KEEP THE PEACE  
PAGE 2

BY ORDER OF: Chief Steven Schicker 10/12/15  
Steven Schicker, Chief of Police Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN  
POLICE DEPARTMENT

GENERAL ORDER 22-22

EFFECTIVE: October 12, 2015

CANCELS: GENERAL ORDER 81-08

TO: ALL PERSONNEL

INDEX AS: INTOXICATION  
PROTECTIVE CUSTODY OF  
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SUBJECT: PROTECTIVE CUSTODY OF INTOXICATED/INCAPACITATED SUBJECTS

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I. PURPOSE

In order to ensure compliance with the current statute on Public Intoxication, the Department has adopted the following procedures for taking intoxicated adults in protective custody.

II. GENERAL

Sections 67.305 and 67.315 RSMo provides:

- A. No county or municipality may adopt or enforce a law, rule or ordinance which authorizes or requires arrest or punishment for public intoxication or being a common or habitual drunkard or alcoholic.
- B. A person who appears to be incapacitated or intoxicated may be taken by a peace officer to the person's residence, to any available treatment service, or to any other appropriate local facility which may, if necessary, include a jail for custody not to exceed twelve (12) hours.
- C. A person who appears to be incapacitated or intoxicated should be assessed to determine if their behavior is the possible result of a medical condition, i.e. diabetes or mental disability. If this is the case, medical personnel should be requested to assist with treatment or further evaluation.

III. PROCEDURE

- A. A person who is intoxicated in public and has not committed a State Statute or City Ordinance violation shall be taken into protective custody, searched, handcuffed and conveyed directly to Police Headquarters unless the person's behavior appears to be the result of a medical condition which requires medical attention. A miscellaneous incident police report shall be required in this situation. The booking procedure will be completed with Protective Custody being the charge.





The ECC and Motorola have outfitted the portable radios with accessories selected to achieve 98% radio coverage. No alterations or modifications will be made without prior Departmental approval. Radios shall only be carried in Department approved carriers. All accessories must be authorized by the Commander of the Bureau of Administration and Operational Support to include ear pieces, antennas, and remote speaker microphones. No unauthorized parts or accessories will be installed or utilized at any time.

E. Malfunctions

All suspected portable radio malfunctions shall be reported to the Commander of the Bureau of Administration and Operational Support by Department email. The malfunctioning radio shall then be placed in the mailbox of the Commander of the Bureau of Administration and Operational Support for diagnosis and repair.

F. Loss or Damage

Any loss or damage will immediately be reported to the on-duty watch commander in written memorandum form. The memorandum and damaged portable radio (if applicable) shall then be forwarded through the Chain of Command.

G. Spare Portable Radios

The Ballwin Police Department has been assigned five spare portable radios by the ECC for departmental use. Three of the spare portable radios have been programed as reserve officer aliases (BALRO1 – BALRO3) and the remaining two spare portable radios as spare aliases (BALSP1 –BALSP2). These spare portable radios will be maintained on designated desktop chargers in the Watch Commander's Office in the squad room. The spare portable radios are to be issued by a supervisor in case of a malfunctioning, lost, or damaged portable radio. These radios shall also be issued by a supervisor for use by reserve officers.

1. Spare radios shall be checked in/out at the beginning and end of each tour of duty by the on-duty supervisor. A "Spare Portable Radio Log" (BPD #110) shall be maintained in the Watch Commander's Office next to the spare portable radios at all times. The following information shall be maintained on the log and recorded for each issuance:

- (a) Officer DSN
- (b) Date/Time OUT
- (c) Issuing Supervisor DSN
- (d) Condition OUT
- (e) Spare Radio Number
- (f) Date/Time IN
- (g) Receiving Supervisor DSN

