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MULTI-JURISDICTIONAL DRUG TASK FORCE  
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B. Personnel Assignment and Authority

1. Each participating jurisdiction may have one or more law enforcement officers/detectives of their agency assigned by the chief law enforcement executive to temporary full-time duty with the St. Louis County Multi-Jurisdictional Drug Task Force.
2. Selection process for an assignment to the St. Louis County Multi-Jurisdictional Drug Task Force will require that the candidate:
  - a. Submit a letter of intent to the Chief of Police outlining the candidate's career history, accomplishments, training and why the candidate feels they are the best person for the position.
  - b. Submit to an oral interview conducted by supervisors from the St. Louis County Multi-Jurisdictional Drug Task Force. That oral review board will then make a candidate recommendation to the Chief of Police.
  - c. Additional screening required for the selection process may include a review of past evaluations, prior written reports and an extensive background check.
3. Any law enforcement officer so assigned shall work under the immediate supervision and direction of the commanding officer and shall adhere to the rules and regulations of the St. Louis County Multi-Jurisdictional Drug Task Force of St. Louis County. Additionally, the selected officer will be assigned to the Ballwin Police Division of Criminal Investigations under the overall supervision of the DCI Commander. The assigned officer will make periodic reports to the DCI Commander and make routine contact at the station during shift changes.
4. For the purposes of indemnification of St. Louis County Multi-Jurisdictional Drug Task Force personnel and their participating jurisdictions against losses, damages, or liabilities arising out of the activities of the unit, the personnel assigned by any jurisdiction shall be deemed to be continuing under the employment of the City of Ballwin and the Ballwin Police Department.
5. The Detective(s), while assigned to the St. Louis County Multi-Jurisdictional Drug Task Force, working under the direction of the commanding officer of the unit, shall have the same powers, duties, privileges, and immunities as are conferred upon him as a law enforcement officer in the City of Ballwin, any contracted jurisdictions and in any jurisdiction participating in the St. Louis County Multi-Jurisdictional Drug Task Force. The Detective will be deputized under the St. Louis County deputization guidelines.

C. Financial Support

1. The City of Ballwin shall be responsible for the full payment of the personnel temporarily assigned to the St. Louis County Multi-Jurisdictional Drug Task Force.





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2. The Command Post officer of the Squad will verify the authenticity of the request, obtaining brief information concerning the crime. The officer shall immediately contact the Major Case Squad Commander or Chief Deputy Commander and provide the Commander with the name and location of the requester and brief information relative to the crime.
3. The Commander or Chief Deputy Commander of the Squad shall then contact the requester and obtain more specific information and details of the request for assistance.
4. Any request for assistance of the Squad shall come as soon as possible after the discovery of the crime by this Department. Except under extreme circumstances, a request received more than four (4) hours after discovery of the crime will be sufficient grounds to withhold the Squad's assistance.
5. The Squad Commander or Chief Deputy Commander receiving the call shall, in all cases, obtain the following information:
  - a. Name, rank, address and telephone number of the Department official requesting assistance.
  - b. Location of the gathering place or building where the Squad is to convene.
  - c. Type of crime, time of crime and time discovered.
  - d. A summary of the facts, including the exact location, type of terrain, equipment needed whether federal jurisdiction is involved, evidence known and other pertinent information.
  - e. The number of persons this Department believes would be needed to handle the investigation.
  - f. The Squad Commander or Chief Deputy Commander will inform the Department official requesting assistance that the crime scene should be protected and preserved.
6. The Personnel Officer of the Squad shall consult with four (4) members of the Board of Directors, other than representative of the requesting law enforcement agency, for approval before mobilizing the Squad to assignment. Upon the approval of the four Directors, the Squad Commander or Chief Deputy Commander shall proceed with mobilization and assignment as set forth in Part IV, Section B (Responsibility of Squad Command and Supervision) of the Major Case Squad Manual (BPD Manual #20).
7. Squad members called to duty shall be informed to report as quickly as possible.
8. This Department shall make prior arrangements, if necessary, to provide suitable headquarters for the Squad. The quarters shall contain office space for the Squad supervisor, conference area, report writing facilities, interrogation space and telephone communication.
9. No investigation by the Squad will extend more than five (5) days, except where

unusual circumstances warrant an extension. Any questions concerning the extension should be referred to the Directors of the Squad for decision. In the event a request for extension is made by the Commander or Chief Deputy Commander, it shall be made for one day at a time.

10. This Department will be expected to exert maximum effort in participating in the investigation. The Squad Commander will coordinate with the Chief of Police, or his designate, to include media relations.

C. Responsibility of Squad Commander and Supervisor

1. Squad Commander and/or Deputy Commander

- a. Will be in complete charge and will supervise all aspects of the investigation, to include the actual crime scene, assigning of a crime scene unit, and general case and personnel management as set forth in Part IV, Section B (Responsibility of Squad Command and Supervision) of the Major Case Squad Manual (BPD Manual #20). (Ballwin Criminal Investigation Division members detached to the investigation fall under the supervision of the Commander and Deputy Commander.)
- b. Consult with the Officer in Charge regarding legal problems that may be encountered, and keep the Officer in Charge fully informed as to the progress of the investigation.

2. Officer in Charge

The Officer in Charge will work closely with the Squad Commander or Deputy Commander throughout the investigation, as is set forth in Part IV, Section A of the Major Case Squad Manual (BPD Manual #20). The Officer in Charge shall see that logistical and administrative needs are provided to the Squad, to include:

- a. Provide proper equipment for the investigation.
- b. Provide necessary sources of information when needed.
- c. Make arrangements for vehicle maintenance and repair, and purchase of gas and oil at any time of the day.
- d. Arrange for transportation and communication facilities as needed.
- e. Arrange for special equipment as needed, such as helicopters, airplanes, diving suits, etc.
- f. Establish liaison with criminal investigative laboratories or other public or private firms, which can aid in the investigation.
- g. Make general preparation for introducing into an area a large investigative group and their attendant needs, both personal and official. This includes the location of restaurants, etc.
- h. Arrange meals for members involved in investigation at this Department's expense.
- i. Maintain constant liaison with the St. Louis County Prosecuting Attorney's Office for solution of legal problems, which might prejudice the case.

D. Assignment to a Major Case Squad Investigation

1. Upon the activation of a Major Case Squad investigation in another jurisdiction, the Major Case Squad Personnel Officer will contact this Department's Division of Criminal Investigation Commander requesting personnel. The DCI Commander upon reviewing manpower availability will advise the Personnel Officer if the Department will be assigning an investigator to the Squad. The DCI Commander will:
  - a. Identify the requesting agency, the type of offense and the location that the investigator should respond to.
  - b. Advise the Squad Personnel Officer whom the investigator is that will be responding.
  - c. Notify the requesting agency to advise whom the investigator is that will be responding.
  - d. Notify the investigator to advise them of their assignment to the Major Case Squad activation and the location they are to respond.
  - e. Notify the Ballwin Communication's Division of the activation and who is responding from the Department.
  - f. Notify the Chief of Police and Commander of the Bureau of Administration and Operational Support of the activation within a reasonable time period.
  - g. Maintain communication with the investigator assigned to the Major Case Squad.
  
2. The Department's Criminal Investigator assigned to an activation in another jurisdiction shall respond to the Squad Command Post as expeditiously as possible. Detachment to the Major Case Squad includes:
  - a. Responding with a Department vehicle assigned to the Division of Criminal Investigation for the duration of the assignment.
  - b. Responsible for taking the necessary equipment with them to conduct a criminal investigation, to include their bullet proof vest, portable radio, pepper spray, micro cassette recorder, Major Case Squad identification, etc.
  - c. Maintaining daily contact with the DCI Commander advising how long they will be detached to the Squad. Upon learning of any extension granted in the investigation, immediately notify the DCI Commander of the extension.
  - d. Following all the policy, procedures and guidelines set forth in the Major Case Squad Manual (BPD Manual #20).





B. Major Case Squad investigations within the city limits of Ballwin:

1. In the event that a serious crime such as homicide, or child abduction, occurs within the city limits of Ballwin and the identity of the perpetrator is not readily apparent, the officer in charge of the crime scene shall, as soon as practical, notify the Chief of Police. When appropriate and within four (4) hours of the discovery of the crime, the Chief of Police will request that the Major Case Squad be "called out" to assist with the investigation.
2. In the event of a Major Case Squad call-out within the city limits of Ballwin, all but one of the department's detectives will be activated. The Commander of the Division of Criminal Investigation will serve as the Department's liaison to the squad, assuring that all of the squad's logistical needs are met.
3. In an effort to provide a supportive environment and meet all of the logistical needs of the Major Case Squad, the Department will maintain a Major Case Squad Manual (BPD Manual # 10). The manual details the steps to be taken by departmental personnel in order to allow the Major Case Squad to operate at maximum efficiency.

IV. GUIDELINES

A. When officers of this department participate in an external Major Case Squad call-out, the following conditions shall apply:

1. One half of an investigator's work day exceeding eight (8) hours will be paid as overtime (time and ½) and one half will earn compensatory time
2. One detective vehicle shall be assigned for use by the officers.
3. When appropriate, Major Case Squad officers shall brief fellow officers at roll call regarding the investigation, either during or at the conclusion of their assignment.
4. When a Major Case Squad investigation results in the accumulation of excessive compensatory time, the Division Commander shall make every effort to reduce the amount of accumulated compensatory time to under the 40-hour limit as soon as possible.

B. When an officer is assigned/detached to the St. Louis County Multi-Jurisdictional Task Force, or any cooperative task force operation, the following shall apply:

1. Deputized Federal case investigations in which mandatory overtime is available will be compensated per the threshold for reimbursement set in the contract/MOU agreement for reimbursable overtime. Those hours will be set on an average based on the city's two week pay period.
2. Case investigation overtime hours will be compensated at the discretion of the assigned officer as paid overtime or earned compensatory time. At the point when overtime hours worked exceeds 8 hours in a pay period, those accumulated hours will be compensated as half in overtime (time and ½) and half will be earned compensatory time.





- F. The City Administrator will be notified as soon as practical after any implementation of a Code 1000, and prior to implementation whenever the Chief of Police or an officer of the rank of Captain is not available. Other notifications will be made according to the Emergency Notification List contained in GO 56-01 Emergency Staff Notifications.

IV. PROCEDURE

Established guidelines and policy reviewed and approved by the St. Louis Area Police Chief's Association (SLAPCA) which publish those directives for the Code 1000 Program. A copy of the Code 1000 Plan is available in the Supervisor's Office and in the Forms section of the online Policy Manual. (BPD Manual #4 Code 1000.)

- A. Select an area for:

1. Staging and Staging Manager
2. Command Post
3. Assembly location for Board of Directors (generally police headquarters)

- B. The officer activating the Code 1000, the Chief of Police, or senior ranking officer, will notify St. Louis County Police Communication that a Code 1000 has been activated. Refer to the attached "Code 100 Quick Reference Guide". St. Louis County will be provided the following initial information:

1. The nature of the incident.
2. The location of the incident.
3. An operations staging area.
4. A command assembly area.
5. What Riot radio channel will be used?
6. Any other information that may be needed.

- C. Once the activation procedures have been initiated, the Officer in Charge will:

1. Notify the Chief of Police and Bureau Commanders.
2. Notify the City Administrator of the situation.
3. Notify the contact person for any assembly areas to be used.
4. Establish a unified command system as outlined under the St. Louis County Code 1000 Plan.

- D. St. Louis County will then contact surrounding agencies until a sufficient number of officers are responding. Each call up will normally consist of 29 officers and 6 supervisors. More officers may be requested by activating a Code 2000, Code 3000 and so on, with each activation resulting in 25 additional officers responding.

- E. St. Louis County will control all Code 1000 Communications utilizing their radio, the mobile command post or our second dispatcher's station.

- F. The primary Code 1000 radio frequency will be Channel 3, RIOT A 154.725. All communications between field units, base stations, mobile and portable radios will use this channel. Command, general staff and unit supervisors may use Channel 6, the Incident Command Channel 153.965.

- G. Radio call signs will consist of the officer's agency followed by their DSN, e.g., "Ballwin

199" or "St. Louis County 2376". "10" codes will not be utilized during CODE 1000 communications.

- H. The National Mutual Aid frequency, Channel 4, 155.475 or RIOT channels B, D and E may be used if RIOT channel A becomes overcrowded.
- I. Units not assigned to the Code 1000 will continue to use their normal channels: #1 154.785 and #5 154.980 for all traffic.
- J. Ballwin communication will notify all department personnel and record the officers responding and their estimated time of arrival.

V. COMMAND AND CONTROL

Command and Control consists of those actions that involve directing, ordering and/or utilizing resources by virtue of explicit legal, agency or delegated authority.

- A. Command and Control of a Code 1000 incident will be vested in the Chief of Police or ranking officer who will be the incident commander who will utilize the Incident Command System.
- B. Initially, Command and Control of a Code 1000 operation will be vested in the Chief of the jurisdiction in which the incident is occurring. Coordination of responding personnel and resources will be the responsibility of the Chief of the initiating jurisdiction. It will also be the responsibility of that Chief to, in compliance with the Incident Command System mandates of the National Incident Management System (NIMS) guidelines to:
  - 1. Assume or designate the role of Incident Commander.
  - 2. Establish an operations command post.
  - 3. Designate an Operations Officer to coordinate incident tactical operations.
  - 4. Choose and staff appropriate Staging areas.
  - 5. Assign support staff to begin documentation procedures, etc.
- C. During a Code 1000 activation, the Incident Commander will have primary authority for law enforcement tactical control. All agencies will operate within the ICS structure under the general direction and coordination from the jurisdictions in which the scenes are located.
- D. In cases in which there are multiple scenes in one jurisdiction, the Incident Commander will appoint Scene Commanders for each location. When incidents are occurring in multiple jurisdictions, the Chief of Police of each jurisdiction or his designate will be the Incident Commander. In these situations, the Chief of Police of the affected jurisdiction may appoint supervisory personnel, as Scene Commanders if necessary.
- E. If a law enforcement emergency requires resources from local fire protection services, the fire service will appoint a fire service Branch Commander who will have command and control over fire and EMS forces. The Unified Commanders will coordinate their efforts and maintain close lines of communication throughout the Code 1000 operation. A unified command will be established. Unified Command enables agencies with different legal, geographic and functional responses to coordinate, plan and interact effectively.
- F. All agencies involved in the Code 1000 will operate within the incident command system

structure under the direction of the unified command.

- G. In addition to law enforcement and fire service Commanders, a Unified Command structure may also include representatives from several private sector disciplines as well as state and federal government agencies.

VI. REPORTING AND ARRESTS

- A. The initiating agency will be responsible for all reports.
- B. If arrests are made, all suspects will be charged with state violations. Each officer making an arrest will be designated as an arresting officer in reports of the incident.
- C. An after action report will be prepared by the incident commander of the CODE 1000. The report will include a synopsis of the incident and the response to it. It will also identify positive and negative aspects of the response.

VII. RESPONDING TO CODE 1000 IN OTHER JURISDICTIONS

If there is a request to respond to a Code 1000 implemented by another department, the notification will come through the St. Louis County Police Department's Bureau of Communications. Refer to Section 4.0 "Activation and Cancellation"; Sub-section 4.1 "Activation Procedure" of the Code 1000 Plan (BPD Manual #4). The Communications Officer will immediately notify the Watch Commander who will take the following steps:

1. Notify Chief of Police and Bureau Commanders.
2. Determine the manpower he/she will send to the Staging Area. Generally he will send one-half (1/2) of the people on duty, including traffic officers. Under no circumstances will the Watch Commander respond unless relieved by another supervisor. A supervisor will only respond if there is more than one on duty and St. Louis County Communications has requested supervisors for the incident.
3. Notify the oncoming Watch Supervisor for possible allocation of additional personnel.
4. Call up off duty personnel to replace officers assigned to Code 1000, and if necessary put other officers on standby.

Police Officer Responsibility:

1. Respond with patrol vehicle, gas mask, baton and riot shield.
2. Respond "Code 3" to designate Staging Area, however, caution should be exercised. "Sign in" with the Staging Manager
3. While assigned to Code 1000, follow orders and instructions from designated commander and respond appropriately to officers of supervisory rank regardless of department affiliation.

NOTE: Unless contacted directly by St. Louis County Police Communications to respond to a code 1000, at no time should a supervisor or commander make the decision to "self-deploy".

VIII. CANCELLATION

When the incident is stabilized, the Chief of Police shall cancel the Code 1000. He will have a radio message transmitted over point-to-point indicating the Code 1000 has been cancelled and shall then release personnel to their respective departments. Released personnel are to "Sign Out" with the Staging Manager prior to departure.

BY ORDER OF: Chief Steven Schicker 11/19/15  
Steven Schicker, Chief of Police Date

cc: City Attorney

MPCCF REFERENCE

2.2, 26.1

Code 1000 Quick Reference Guide

#1- If a law enforcement agency is confronted with a police emergency that dictates the need for more police resources, the senior official on-duty (Police Chief or Watch Commander) may activate the Code 1000 Plan by contacting the St. Louis County Police Department's Bureau of Communications at 636-529-8225. If a Chief needs the services of specialized units, he/she should request those units through the Bureau of Communications.

#2- The agency calling the Code 1000 will have a Staging Area set aside for responding units. *Not at the scene of the emergency.* All staging areas should be established as close to the event as safely feasible. The staging area should always be in a safe place in the Cold Zone. Staging Areas should be scalable to the expected maximum size of the response and provide safety and ease of access for operations. These areas should be as flat as possible with firm ground and adequate space for equipment.

#3- The agency calling the Code 1000 will have a Staging Area Manager available to start the staging process for responding units. It may be necessary to assign a documentation person to record which agencies are supplying personnel.

#4- Upon notification of a Code 1000, St. Louis County Police Bureau of Communications will notify all responding agencies, which talk group will be used for the event.

#5- Officers responding to a Code 1000 event, will immediately switch to the appropriate Zone and Talk Group AS DIRECTED and verbally advise the dispatcher of the following information:

- a. The name of the police department to which they are assigned;
- b. Their department serial number (DSN); e.g. "Kirkwood 34", "University City 51", or "St. Louis County 2872" When they are enroute.

#6- Report preparation will be the responsibility of the initiating agency.

#7- Be prepared to answer the Code 1000 Activation Questions see below.

CODE 1000 ACTIVATION CHECKLIST

When the Chief of Police or on-duty Watch Commander activates the Code 1000 Plan, the following checklist must be completed to ensure that appropriate information is provided to the St. Louis County Police Department, Bureau of Communications. This information will be relayed to law enforcement agencies requested to provide assistance.

- 1. Activating Authority: Department: \_\_\_\_\_  
Name: \_\_\_\_\_  
Rank: \_\_\_\_\_  
Call-back number: \_\_\_\_\_
- 2. Type of Incident: \_\_\_\_\_
- 3. Location of Incident: \_\_\_\_\_
- 4. Name of Scene Commander: \_\_\_\_\_
- 5. Location of Scene Commander: \_\_\_\_\_
- 6. Location of Command Post: \_\_\_\_\_
- 7. Location of Staging Area: \_\_\_\_\_

8. *Advisory statement to responding units regarding any hazards such as traveling near a compromised location:* \_\_\_\_\_

- 9. Select one of the following:  
Code 1000 – 29 Officers plus 6 supervisors  
Code 2000 – 54 Officers plus 11 supervisors  
Code 3000 – 79 Officers plus 16 supervisors  
Code 4000 – 104 Officers plus 21 supervisors

*Note: Numbers include EMS Force protection squad.  
4 officers 1 supervisor*

St. Louis County Bureau of Communications # 636-529-8225