

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 05-01

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| EFFECTIVE: | APRIL 7, 2014 | UPDATED: | JULY 6, 2016 |
| TO: | ALL PERSONNEL | INDEX AS: | ORGANIZATIONAL STRUCTURE CHAIN OF COMMAND |
| SUBJECT: | ORGANIZATIONAL STRUCTURE | | LEGAL AUTHORITY SPAN OF CONTROL |

I. PURPOSE

Purpose of this General Order is to establish the current organizational structure of the Ballwin Police Department. The Chief of Police, based on routine organizational review, can alter the structure at any time to meet the needs of the Police Department.

II. DEFINITIONS

- A. Administrative Team – The Administrative Team consists of the Chief of Police and the four Divisional Commanders, each holding the rank of Lieutenant.
- B. Division – A specialized administrative/line element of the Police Department.
- C. Unit - An operational element of the Ballwin Police Department.

III. LEGAL AUTHORITY

Ballwin Police Officers have full authority and responsibility for the enforcement of all State laws and City ordinances. All employees are given authority to make decisions, which are necessary for the effective execution of their responsibilities. Each employee also shall be held accountable for their use of delegated authority.

IV. ORGANIZATION/RESPONSIBILITIES

- A. Office of the Chief of Police: The Office of the Chief of Police shall direct and authorize all Department functions/programs and specifically the following elements.
- B. Acting Chief of Police: Acting Chief of Police shall be a designation given to the most senior Lieutenant, not on leave and readily available, in the absence of the Chief of Police. In the event the Chief of Police should become medically incapacitated, the City Administrator will designate an Acting Chief of Police. It shall be the responsibility of the Acting Chief of Police to act in the capacity of the Chief of Police in all areas of administration of this Department. The Acting Chief of Police shall possess all powers of the Chief of Police to conduct the business of the Department and in carrying out the orders and policies of the Chief of Police. The Acting Chief of Police shall not alter, revise or countermand such orders and policies of the Chief of Police, except in case of emergency.

C. **Commander of the Division of Administrative Support** – This Division will be commanded by a Lieutenant who reports directly to the Chief of Police. This Division encompasses the following organizational functions:

1. **Certification Manager** – Manages the ongoing process of Departmental certification. Facilitates the development, content and formatting of all Department Policies and Procedures. Assures that all periodic reports, reviews and requirements mandated by applicable certification standards are accomplished.
2. **Budget** – Assists the Chief of Police and other members of the Administrative Team with the preparation of the Department's annual budget.
3. **Coordinator of the Defensive Tactics Unit** – Under the current Divisional Command assignments, the Commander of Administrative Support coordinates training for Department personnel in Deadly, Less-Lethal and Non-Lethal weapon systems and other defensive tactics and use of force issues. Reviews incidents involving uses of force by officers. Oversees the maintenance of Department owned weapons.
4. **Uniform and Duty Equipment Acquisition** – Approves and processes all uniform and duty equipment expenditures for all Department elements. Assures that all officer equipment and uniforms in good condition. Maintains a complete listing and accountability for all Department owned equipment.

D. **Commander of the Division of Operational Support** – This Division will be commanded by a Lieutenant who reports directly to the Chief of Police. This Division encompasses the following organizational functions:

1. **Criminal Investigation Unit** – This Unit is responsible for the follow-up investigation of crimes occurring within the City, to include juvenile offenses, child abuse/neglect investigations, liquor license investigation and enforcement, informant development, employment background investigations, and other tasks assigned by the Commander of Operational Support. The unit is responsible for the custody and control of all property coming into the care of the Ballwin Police Department. In addition, the Criminal Investigation Unit facilitates the ongoing flow of crime information. Researches, coordinates, format and disseminate reports and correspondence designed to inform all Department elements of current crime information. Officers selected for assignment to the Criminal Investigation Unit shall retain their classification as police officers as it relates to rank and salary.
2. **Communications Unit** – the Communications Unit operates under the administrative supervision of the Commander of the Division of Operational Support. Internally, a Lead Dispatcher has been designated to facilitate daily operations and scheduling. On a daily basis the Unit operates under the direct supervision of the on-duty Watch Commander. The Unit is responsible for receiving calls for police services, dispatching officers to calls for service, conducting computer inquiries, entries and updates, making notifications and observing prisoners detained in the Department's holding facility. This Unit functions as the liaison between this agency and the contractual Police Department for communications.

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3. Professional Responsibility – Facilitates investigations, prepares reports regarding internal matters and employee misconduct, as directed by the Chief of Police. Coordinates pre-employment background investigations.
 4. Building Maintenance and Security – Liaison with City building maintenance personnel to ensure that facility associated needs are addressed. Oversees all facility related security functions to include control of the access pass function and video surveillance system.
 5. Fleet Management – Oversees the condition and size of the Department's vehicle fleet. Is responsible for coordinating all repairs and service, in addition to the acquisition and sell of vehicles and all fleet related equipment.
 6. Emergency Communications Commissions (ECC) Coordinator – Will attend ECC meetings and will coordinate all internal ECC projects.
 7. Budget – Assist the Chief of Police and other Administrative Team members with the preparation of the Department's annual budget.
- E. **Commander of the Division of Uniform Patrol** – This Division will be commanded by a Lieutenant, who reports directly to the Chief of Police. The Division encompasses the following organizational functions:
1. Uniform Patrol is divided into four patrol squads. Three of the squads are staffed with two Sergeants and six Patrolmen; the most senior Sergeant is designated as the Watch Commander. One of the squads is staffed with one Sergeant and six Patrolmen. The seven Sergeants assigned to the Division report directly to the Commander of the Division of Uniform Patrol. The Division is the most visible of the other Department elements and provides uniform, vehicle, foot and bicycle patrols, prevents crimes, maintains public order, arrests offenders, and gives aid, relief and information to citizens when circumstances require. Responsible for the primary response of uniform officers to citizens' calls for service.
 2. Emergency Preparedness – Conducts strategic planning and prepares for all emergency operations which are of such magnitude that they fall outside of the scope of standard operating procedures, i.e., natural disasters.
 3. Budget – Assist the Chief of Police and other Administrative Team members with the preparation of the Department's annual budget.
- F. **Commander of the Division of Patrol Support** – This Division will be commanded by a Lieutenant, who reports directly to the Chief of Police. The Division encompasses the following organizational functions:

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1. Special Operations Unit– This Unit is staffed by six Patrolmen and is responsible for traffic enforcement, motor vehicle crash investigations, development of selected enforcement programs, and other functions related to the reduction of motor vehicle crashes within the City. In addition, this unit shall provide tactical and support services to Criminal Investigations and Uniform Patrol, by patrolling areas of high or increasing criminal activity through saturation/selective patrols, directed enforcement, surveillances and stakeouts. These officers will provide manpower assistance to Uniform Patrol when needed. In addition, two officers will be assigned full-time to the Community Education and Public Relations function, and one full-time officer will be assigned to the Rockwood School District as a School Resource Officer for Selvidge Middle School. Regardless of assignment within the Unit, Special Operations personnel will work collectively as one element. Special Operations Officers are expected to monitor crime trends and civic functions, in order to strategically respond to the needs of the community. The officers assigned to this Unit are under the command of the Patrol Support Commander, but will be under the daily supervision of the on-duty Watch Commander.
2. Administrative Assistant/Records – This position will be staffed by one civilian employee, who will be under the supervision of the Commander of the Division of Patrol Support and will provide the daily administrative support of the Police Department. The Administrative Assistant/Records Clerk will also serve as a receptionist for visitors and telephone calls and be responsible for preparing correspondence, report management and managing office supplies and equipment. Will be responsible for maintaining all Department records including police reports, arrest records, and acts as a liaison with the Municipal Court. This employee will act as the custodian of records by assuring the retention and release are in accordance with all legal mandates.
3. Training Coordinator – The Commander of the Division of Patrol Support will serve as the Department’s Training Coordinator. This task will include scheduling, coordinating, and facilitating training of Department personnel, maintains all training records, and ensures that all personnel fulfill P.O.S.T. certification requirements.
4. Media Relations – The Commander of the Division of Patrol Support will serve as the Department’s Public Information Officer, who will facilitate interviews with Department personnel and prepares press releases as directed by the Chief of Police.
5. Reserve Police – The Reserve Police are coordinated by the Commander of the Division of Patrol Support, who is responsible for providing general coordination of volunteer Police Reserve Officers. While on-duty, Reserve Officer Personnel will be directly supervised by the Watch Commander. Reserve duties will include security services for Government Center functions as well as the Municipal Court, and assisting the Police Department in other non-primary law enforcement activities such as traffic direction, and crowd control at public events. All Ballwin Police Reserve Officer hold and maintain a Missouri Class A Peace Officer’s License.
6. Budget – Assist the Chief of Police and other Administrative Team members with the preparation of the Department’s annual Budget.

V. CHAIN OF COMMAND – The following designated positions within the police department shall comprise the formal chain of command in descending order:

- A. Chief of Police – Executive level command position with overall responsibility for the efficient delivery of police services to the City of Ballwin.
- B. Administrative Team/Divisional Commanding Officers – Executive level command positions responsible for the four administrative/operational functions of the Police Department. During routine daily operations, the Administrative Team will work collectively in support of the Chief of Police. The Administrative Team concept is designed to foster administrative growth in each of the Divisional Commanders. In the absence of a Divisional Commander, the Chief of Police will designate one of the other Commanders to cover the divisional needs in their absence. In the absence of the Chief of Police, the most senior commander will be designated as the Acting Chief of Police. Under the current administrative structure, the following reflects descending command seniority:
 - 1. Commander of the Division of Operational Support
 - 2. Commander of the Division of Patrol Support
 - 3. Commander of the Division of Uniform Patrol
 - 4. Commander of the Division of Administrative Support
- C. Uniform Patrol Squad Supervisors – Supervisory position (Sergeant) supporting the role of the Division of Uniform Patrol, assuring the daily accomplishments of the divisional tasks and duties. In cases where two Sergeants are on-duty at the same time, the senior Sergeant will be classified as the Patrol Watch Commander.
- D. Line Personnel – Those personnel assigned to a Division/Squad/Unit.

VI. SPAN OF CONTROL

- A. Under normal day-to-day operations, no more than ten employees will be under the immediate control of a supervisor.
- B. Each organizational component shall be under the direct command of only one commander.
- C. All employees shall be accountable to only one commander/supervisor at any given time.
- D. All supervisory personnel are accountable for the activities of employees under their immediate control.
- E. When personnel of different functions are engaged in a single operation, a single officer shall be designated as the Officer in Charge (OIC), by the commanding officer overseeing the operation.

VII. SUPERVISORY AUTHORITY AND ACCOUNTABILITY

- A. All supervisors are held accountable for the performance and conduct of employees under their command.
- B. Any employee of a subordinate position who may be placed temporarily into a higher supervisory position will exercise the authority and perform the duties of that higher position and will be held accountable and responsible for performance in that position.
 - 1. In order to promote consistency and avoid confusion, employees in acting supervisory capacities should avoid countermanding any lawful standing order issued by the supervisor they are replacing, except in an emergency.

VIII. DELEGATION OF AUTHORITY

- A. The Police Department will assign and delegate all authority necessary to meet the responsibilities of the various levels in the structure. Authority is defined as the right to give orders while being responsible for the end result.
 - 1. Responsibility – Authority shall be delegated commensurate with the responsibility of the position. Decisions will be evaluated by the situation/incident. Abuse of power or position will not be accepted as delegation of authority.
 - 2. Accountability – Each employee shall be held accountable for the use of his or her delegated authority, as well as failure to use it.
 - 3. Employees shall exercise their authority within the parameters that are designed to prevent the abuse of authority, yet allow for the completion of the functions associated with the position.
 - 4. The employees shall also be held accountable for the failure to use the authority in matters of Department rules, regulations, and procedures.
 - 5. All entry level personnel are given the authority to make decisions necessary for effective execution of their responsibilities.
- B. While delegation of authority is essential for the efficient operation of the Department, Changes in personnel assignment/detachment, discipline, and operational protocol of any Division shall be reviewed with the Chief of Police, who has final authority, prior to the execution of the order.

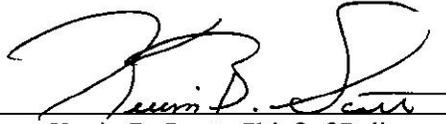
IX. DETACHMENTS – The following officers are detached from this Department:

- 1. Drug Task Force – Provides an investigator to the St. Louis County Multi-Jurisdictional Drug Task Force who administratively reports to the Commander of the Division of Operational Support.

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2. Police Academy – Provides Officer(s) to the St. Louis County and Municipal Police Academy as an instructor, who administratively reports to the Commander of the Division of Patrol Support.

BY ORDER OF:



Kevin B. Scott, Chief of Police

7-7-16

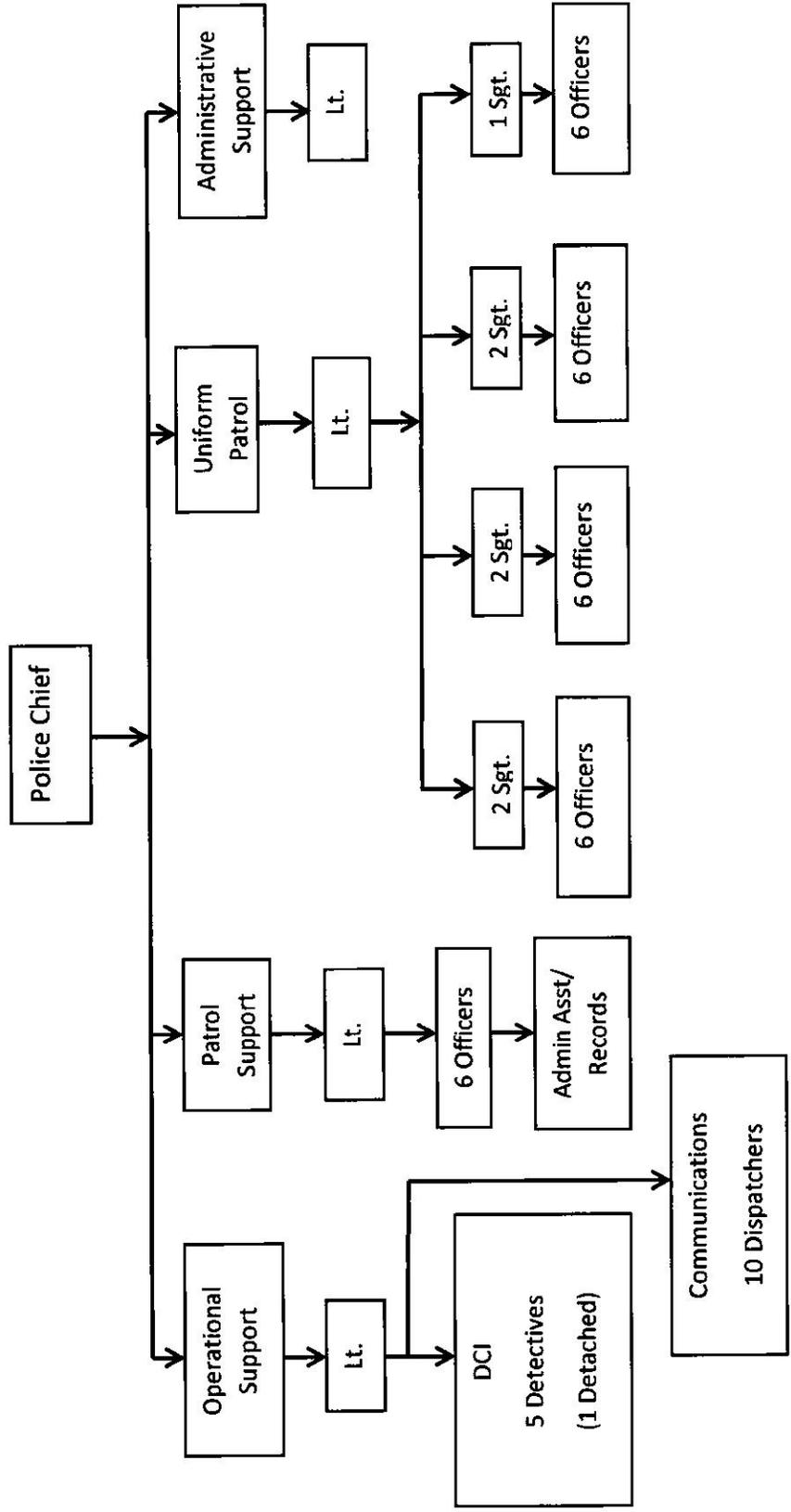
MPCCF REFERENCE

1.2, 2.1, 5.1, 5.2, 5.3, 5.5, 6.1, 6.2, 6.3, 8.1, 11.1, 11.3, 14.1, 20.1, 23.1, 23.2, 24.1, 24.2, 26.1, 27.1, 31.5,



Ballwin Police Department

Organizational Structure



7. Periodically reviews department policies and procedures as related to department functions and makes recommendations for improvement.
8. Maintains high standards of confidence through instructions and training for and by Department members.
9. Performs all other related duties as assigned.

C. Skills, Knowledge and Abilities:

1. Skills in administration, personnel motivation and supervision, leadership, legal procedures, employee counseling, planning, research and related areas.
2. Knowledge of public and law enforcement administration.
3. Ability to professionally and effectively manage the administration and operations of a law enforcement organization.

D. Minimum Education Certification and Experience Requirement

1. Minimum education and experience will be determined by the City Administrator, who is responsible for hiring the Chief of Police.

III. **LIEUTENANT**

A. Position Summary:

1. Serves as administrator of a Division, reporting directly to the Chief of Police.
2. In the absence of the Chief of Police, the most senior member of the administrative team will be the Acting Chief of Police, overseeing all police operations.
3. May supervise various classes of sworn and non-sworn personnel.
4. Manage supervisory staff and personnel of assigned Division to ensure effective and efficient operation.
5. Plans and monitors expenditures for assigned Division.
6. Assigned to Divisions of Uniformed Patrol, Patrol Support, Operational Support, and Administration Support.

B. Principal Duties and Responsibilities:

(One position may not include all of the duties listed, nor do the listed examples include all tasks that may be found in positions of this class.)

1. Directs, supervises and serves as administrative manager of assigned Division, which includes budget preparation and management.

2. Serves as a member of the Department's administrative team, providing advice and assistance to the Chief of Police.
3. Maintains a competent and motivated work force with emphasis on first-line supervisors, through work assignment, performance evaluation, counseling, training and disciplinary actions.
4. Represents the Department, as required, to various individuals and groups.
5. Provides coordination with other city departments and area law enforcement agencies.
6. Prepares or directs the preparation and maintenance of necessary records and reports.
7. Maintains discipline and order by conveying the rules and regulations of the Department.
8. Develops staffing plans, studies and other reports and makes recommendations for change in organization and operating procedures to obtain the most effective results.
9. Schedules work force and manage resources.
10. Develop Division goals and objectives.
11. Prepares pre and post event action reports for approval by the Chief of Police
12. Perform all other related duties as assigned

C. Skills, Knowledge and Abilities

1. Ability to manage the technical aspects of various police activities.
2. Knowledge of modern police practices and procedures.
3. Knowledge of local, state and federal laws.
4. Ability to lead and direct the work activities of others.
5. Ability to communicate professionally with all types of individuals.
6. Ability to organize and manage time efficiently.
7. Ability to exercise good judgment in complex decision-making situations

D. Minimum Education Certification, and Experience Requirement:

1. Must have obtained the rank of Sergeant and not be on probationary status prior to promotion by the Chief of Police.
2. Shall be appointed by the Chief of Police from the Sergeant rank, and serve at the Chief's discretion. Must have a four (4) year degree at the time of appointment or have a two (2) year degree and four (4) years of active military experience. An individual with a two (2) year degree must continuously work toward achieving a four (4) year degree at an accredited college or university within a five (5) year period. If an individual does not acquire the degree within the specified five (5) year period, they will be demoted to their previous rank.

VI. SERGEANT

A. Position Summary:

1. This is the first-line supervisory position involving the daily assignment of duties and evaluation of field performance and training of subordinate law enforcement staff.
2. Under general direction, supervises, inspects and participates in patrol and traffic activities as a Shift Commander.
3. Directly supervises all employees assigned to his/her squad.
4. Assists in the planning of the annual budget process.
5. Monitors and recommends expenditures during the fiscal year.
6. Performs work of considerable difficulty in the protection of life and property through the enforcement of laws and ordinances.
7. Assigned to Uniform Patrol and reports directly to the Commander of Uniform Patrol.

B. Principal Duties and Responsibilities:

(One position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Schedules and assigns manpower on a shift.
2. Evaluates performance of police officers and corrects errors when they occur.
3. Analyzes criminal intelligence information and accident trends and provides information to patrol officers.
4. Reviews arrests to ensure that they meet legal and departmental procedural requirements.
5. Provides continuing training to officers on shift.
6. Inspects equipment to ensure proper care and use.
7. Arranges for maintenance and repair of equipment.
8. Develops tactical response to crimes in progress or major incidents.
9. Informs officers of new or changing policy, procedures or legal developments.
10. Identifies and requests additional support from other divisions, departments, or agencies for special occurrences.
11. Reviews field reports submitted for completeness and conformance to regulations.
12. Performs the duties of a superior officer in his absence.
13. Prepares necessary records and reports.
14. Inspects the equipment and appearance of subordinate officers.
15. Identifies violations of policy and procedures and recommends and initiates disciplinary proceedings.
16. Mediates complaints from citizens about police service.
17. Testifies in legal proceedings.
18. Performs all other related duties as assigned.

B. Skills, Knowledge and Abilities:

1. Skills in vehicle operation and use of firearms.
2. Knowledge of local, state and federal laws and applicable civil laws.
3. Knowledge of departmental policies and procedures.
4. Ability to organize and direct the work activities of others.
5. Ability to communicate professionally with all types of individuals.

D. Minimum Education Certification, and Experience Requirement:

1. Must have served in the capacity of a police officer for five (5) continuous years of service. A minimum of three (3) years of service with this agency. The remaining two (2) years can be supplemented with service from another agency requiring the graduation from the police academy of a first class county in the State of Missouri.
2. Must have attained a two-year degree from an accredited college or university or have all five (5) years of continuous service with the Ballwin Police Department and, upon promotion, continuously work toward achieving a two year degree at an accredited college or university within a five (5) year period. Yearly progress toward the degree will be documented on the yearly evaluations. If an individual does not acquire the degree within the specified five (5) year period or falls behind in their studies, without good reason, as to where it would be impossible to obtain their degree in the prescribed time period he/she will be demoted to the rank of Police Officer.

DETECTIVE

B. Position Summary

1. Under general supervision performs work of moderate difficult in the protection of life and property through the enforcement of laws and ordinances.
2. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.
3. Assigned to the Division of Criminal Investigation.

B. Principal Duties and Responsibilities:

(One position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Reviews and analyzes reports and conducts follow-up investigation of all cases assigned by the Division of Criminal Investigations Commander in a timely and thorough manner.

2. When requested, assist members of the Divisions of Uniform Patrol and Patrol Support with their investigations where an arrest has been made.
3. Conducts interviews of victims or witnesses and interrogates suspects.
4. Respond to and take control of crime scenes as directed.
5. Plans, organizes and conducts searches.
6. Collects physical evidence and reports findings to superiors.
7. Maintains records that reflect the chain of custody, current location and final disposition of all evidence and property being held.
8. Interacts with fellow detectives and all other officers on suspect information, crime trends and case progress.
9. Maintain knowledge of rules of evidence and court procedures.
10. Testifies as a witness in court proceedings.
11. Maintains a cooperative liaison with law enforcement professionals at all levels, sharing information and cooperating in investigations when necessary.
12. Conducts surveillance and performs undercover assignments when assigned or when appropriate.
13. Writes reports of offenses, arrests, and other public safety incidents.
14. Refer citizens with non-law enforcement problems to appropriate social service agencies.
15. May be detached to the St. Louis County Multi-Jurisdictional Drug Task Force, Major Case Squad of Greater St. Louis, or other task forces as assigned by the Chief of Police.
16. Always maintains availability by radio, telephone or pager.
17. Performs all other related duties as assigned.

C. Skills, Knowledge and Abilities:

1. Ability to communicate effectively both orally and in writing.
2. Ability to work on many different cases simultaneously.
3. Self-motivated initiative.
4. Knowledge of criminal law, laws of evidence and court procedures.

D. Minimum Education Certification, and Experience Requirement:

1. Minimum of two years of experience as a Police Officer with the Ballwin Police Department.
2. Preference may be given to officers with, or working towards, a college degree.

POLICE OFFICER

A. Position Summary:

1. Under general supervision performs work of moderate difficulty in the protection of life and property through the enforcement of laws and ordinances.

2. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.
3. Patrols an assigned geographic area identifying and apprehending criminal violators. Ensures free flow of traffic and maintains public order and safety.
4. May be assigned to Uniform Patrol, Patrol Support or other specialized departmental activity.

B. Principal Duties and Responsibilities:

(One position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Answers radio calls for all types of police service.
2. Patrols assigned geographic area to identify and deter criminal activity and public safety hazards.
3. Arrest criminal and traffic violators. Issues citations and testifies in legal proceedings.
4. Conducts investigations of criminal offenses, missing persons, and all public safety incidents.
5. Conducts preliminary investigations at the scenes of crimes and accidents: administers first aid.
6. Gathers evidence,
7. Conducts interviews of victims or witnesses and interrogates suspects.
8. Testifies as a witness in court proceedings.
9. Investigates traffic accidents.
10. Writes reports of offenses, accidents, arrests, and other public safety incidents.
11. Directs traffic and renders first aid.
12. Intervenes and mediates in crisis situations and all types of disputes.
13. Performs building and residence security checks.
14. Provides high law enforcement visibility to deter crime and inspire community sense of security.
15. Gives information and provides assistance to motorists and the public.
16. Checks and reports on deficient street lights, signs, road surfaces, or other facilities which serve the public.
17. Establishes traffic control and police protection at the scene of incidents which may attract crowds.
18. Refer citizens with non-law enforcement problems to appropriate social service agencies.
19. Performs all other related duties as assigned.

C. Skills, Knowledge and Abilities:

1. Skills in vehicle operation and use of firearms.
2. Skills in mediation and self defense techniques.

3. Knowledge of local, state, and federal criminal law and applicable law.
4. Knowledge of human behavior and motivation.
5. Ability to communicate effectively with all types of individuals.
6. Ability to exercise sound judgment under stress or in crises.
7. Knowledge of department policies, procedures, rules and regulations.

D. Minimum Education Certification, and Experience Requirement:

1. High School diploma required.
2. Valid State Driver's License.
3. Must successfully complete the prescribed basic training at an accredited police academy.
4. Some experience in dealing with the public.

IX. **COMMUNICATIONS LEAD**

A. Position Summary:

1. Responsible for providing communications service oversight for the Ballwin Police Department and contracted municipalities including dispatching and call transactions.

B. Principal Duties and Responsibilities:

1. Oversees activity of unit under authority of the Commander of Operational Support.
2. Schedule work, vacations, etc. for communications officers.
3. Oversees training and evaluates new communications officers.
4. Maintains daily and monthly C.A.D. reports depicting all police actions.
5. Makes and routes computer inquiries, entries, modifications, and cancellations.
6. Completes monthly REJIS and MULES validations, confirming that the records are complete, accurate and actually active.
7. Prepares a monthly activity report for our City and those for whom the City has contracts for services, reflecting the number of calls for service, warrants, wants, missing persons entered, vehicles entered, NCIC entries, arrests and FIRS entered.
8. All duties and responsibilities of a Communications Officer.

C. Skills, Knowledge and Abilities:

1. Ability to coordinate Communications personnel.
2. Possess understanding of police operations and procedures.
3. Ability to deal courteously and calmly with the public during emergency situations.
4. Possess basic knowledge of two-way radio operation and computer operations.

5. Must have successfully completed all phases of training for the Communications Officer position.
6. Must be proficient in the use of computers and dispatching equipment.

D. Minimum Education Certification, and Experience Requirement:

1. Must be 21 years of age.
2. Must have three (3) years of experience as a Communications Officer.
3. High School diploma required.

X. **COMMUNICATIONS OFFICER**

A. Position Summary:

1. Answers emergency and non-emergency telephone calls.
2. Dispatch information received via two-way radio.
3. Enters information into the Computer-Aided Dispatch (C.A.D.) system.
4. Monitors prisoner activity.

B. Principal Duties and Responsibilities:

1. Screens and forwards phone calls.
2. Answers radio and maintains constant contact with patrol officers.
3. Dispatches emergency vehicles.
4. Gives general information and directions to the public.
5. Makes and routes computer inquiries, entries, modifications and cancellations.
6. Makes notifications relevant to police tasks at hand.
7. In emergency situations, exercises complete control of communications airways for the safety of all persons concerned.
8. Sends out severe weather warnings.
9. Checks prisoner welfare via video surveillance.
10. In some situations, female dispatchers will be required to conduct searches of female prisoners.
11. Functions and carries out all orders regarding the rules and regulations of the Division of Communications.

C. Skills, Knowledge and Abilities:

1. Possess understanding of police operations and procedures.
2. Ability to deal courteously and calmly with the public during emergency situations.
3. Possess effective communication, handwriting and computer skills.
4. Possess ability to learn basic knowledge of two-way radio operation and computer operations.

5. Must successfully complete required training in all phases of dispatching job requirements.

D. Minimum Education Certification, and Experience Requirement:

1. Must be 18 years of age (minimum)
2. High School diploma required.

XI. **POLICE ADMINISTRATIVE ASSISTANT**

A. Position Summary:

1. Responsible for performing varied clerical, typing and secretarial duties to support the Ballwin Police Department and provide smooth flow of services and information to the City and the citizens of Ballwin.
2. The Police Clerk works under the supervision of the Commander of Patrol Support.

B. Principal Duties and Responsibilities:

1. Daily computation and keeping of records pertinent to all phases relating to the Department.
2. Distributes phone calls to proper personnel within agency.
3. Performs secretarial duties as deemed necessary by the Chief of Police and administrative team.
4. The typing of in-house and out-going correspondence for the Chief of Police and members of the Department.
5. Filing of police reports in a systematic manner for fast retrieval when needed.
6. Copy police and accident reports to be forwarded to law enforcement agencies, insurance companies and the general public when applicable.
7. Familiar with court system and be able to function in absence of court clerk.
8. Meeting walk-in complaints and directing them for proper attention/service.
9. Clerical duties as assigned.
10. Operate office equipment.

C. Skills, Knowledge and Abilities:

1. Knowledge of office practices and procedures, business English, and spelling.
2. Ability to deal with the public on the telephone and in person.
3. Accurate typing skills.
4. Ability to interpret written rules and regulations.
5. Ability to work independently in the absence of specific instructions.

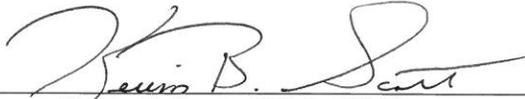
6. Computer skills, including knowledge of latest software and applications.

D. Minimum Education Certification, and Experience Requirement:

1. High School diploma required.
2. Two years of clerical experience preferred.

XII. JOB DESCRIPTION REVIEW

Job descriptions shall be reviewed during the annual budget preparation.
Recommendations for revision shall be submitted to the Chief of Police.

BY ORDER OF:  8/25/16
Kevin B. Scott, Chief of Police Date

MPCCF REFERENCE

5.3, 11.1, 12.1, 13.1, 36.5

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 05-03A

EFFECTIVE: JUNE 12, 2014

UPDATED: MAY 23, 2016

TO: ALL PERSONNEL

INDEX AS: SPECIALIZED UNIT
ASSIGNMENTS

SUBJECT: SPECIALIZED/TEMPORARY ASSIGNMENTS
TEMPORARY ASSIGNMENTS
ROTATING ASSIGNMENTS

I. GENERAL

The purpose of this General Order is to set policy and procedure for selection, retention and rotation of employees who serve in a specialized unit or in a temporary assignment of this department. This General Order identifies the purpose of specialized units and assignments, as well as position qualifications.

It is anticipated that this General Order will assure that the most qualified employees are selected for these specialized positions while also implementing an ongoing evaluation process that will assure a high degree of performance by those who occupy specialized positions within the police department.

II. POLICY

It is the policy of this department to select the most qualified employees to fill positions that support the overall mission of the police department. In addition, this department will strive to make available certain temporary positions and positions within specialized units that will provide career development opportunities for those employees who wish to enhance their skills and abilities.

The department will seek to assure that strong performance within the specialized unit will be the measure of long term retention. Some assignments shall be designated as temporary to facilitate short-term skill enhancement as well as providing for additional career development opportunities. Transfer to a temporary assignment or specialized unit will not negatively affect an employee's rights, promotional opportunities, training opportunities, or fringe benefits.

Specialized assignments are intended to address specific needs of the department. An assessment of the need for these assignments will be completed each year by the Division Commander responsible for the assignment function.

III. DEFINITION

A. Specialized Assignment

An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification. Current specialized assignments include:

1. Community Policing Officer
2. General Assignment Detective
3. Drug Enforcement Detective
4. Field Training Instructor

5. Firearms / Defensive Tactics Instructor
6. School Resource Officer
7. Patrol Support Officer
8. Uniform Crime Scene Technician

B. Temporary Assignment

An assignment of limited duration, which is intended to facilitate short-term skill enhancement as well as provide additional career development opportunities for police officers.

- Temporary Detachment as determined by the Chief of Police

IV. PROCEDURES

A. Selection

When a vacancy exists for a temporary assignment or within a specialized unit of the police department, the Chief of Police will call for those individuals who have completed their probationary period, and have interest, to submit a memorandum declaring their intent and qualifications through the chain of command to the Office of the Chief.

An announcement will be posted with the description of the assignment and listing any special qualifications that may be required. An appropriate time of at least ten business days will be allotted for the employee to evaluate the position and properly respond.

The Chief of Police will make selections for temporary and specialized assignments with the advice of the administrative team. In addition to the skills/knowledge requirements for the position, the Chief and administrative team shall consider additional applicable factors such as; yearly performance evaluation, experience, education, recognitions and disciplinary actions while considering officers for selection. This; however, does not preclude the implementation of an evaluation, testing phase and/or oral interview board in some cases to determine suitability for certain assignments.

The selection process includes;

- a. Submission of a memorandum stating relevant experience, knowledge and abilities or skills;
- b. Recommendation from immediate supervisor and/or commander;
- c. Interview with the supervisor of the specialized position and the Division Commander; and/or outside resources as deemed by the Chief of Police (i.e. Outside agency representatives, school principals, etc.); and,
- d. Final selection and determination by the Chief of Police.

NOTE: Assignments for supervisory personnel within Police Department elements shall be determined solely at the discretion of the Chief of Police.

B. Retention

When an employee has completed their first year of assignment in the specialized unit, the Division Commander will forward a memorandum to the Chief of Police detailing the progress of the employee and recommending retention or re-assignment.

Six months prior to the employee's second and subsequent years of assignment in the specialized unit, the employee's Division Commander will forward a memorandum to the Chief of Police detailing the employee's progress and recommending retention or re-assignment.

Six months prior to the employees last year of assignment in the specialized unit, the Division Commander will forward a memorandum to the Chief of Police informing the Chief that the last year of assignment is being completed. In addition to informing the Chief of this tenure, the Division Commander will either recommend a one-year extension or will indicate their desire to re-assign the employee.

Thereafter, it shall be the responsibility of the Division Commanding Officer to forward notification to the Chief of Police annually. This procedure will continue for the duration of the employee's assignment in the specialized unit.

C. Rotation

1. Specialized/Temporary Assignments

School Resource Officer - This will be a three-year assignment. The officer will be chosen with the assistance of the school staff where the officer will be assigned. Since this is a contractual agreement, the school staff will also have input in any early release or extension of the assigned officer.

Patrol Support Officer - Positions will be rotated on a 3 year assignment.

Drug Unit - Officer is assigned to the St. Louis County Multi-jurisdictional Drug Task Force and is a 5 year assignment.

Firearms/Defensive Tactics Training Unit - Due to the extensive training and unique skills required by members of this unit there will be no rotation for its members. The unit coordinator will make yearly recommendations to the Chief on retention of those assigned to the unit,

Criminal Investigations Division - One position will be rotated on a yearly basis. The second position will be rotated on a 3 year basis. The third position will be rotated on a 5 year basis. The two remaining positions will be rotated on a staggered 10 year basis. Detective selection and qualifications are listed in General Order 05-03.

Uniform Crime Scene Technician - Patrol Officers assigned to this position are generally volunteers and their rotation is based on their individual performance and proficiency and will be assessed yearly at the time of the annual evaluation process.

Field Training Instructor – Patrol officers assigned to this position are generally recommended by their immediate supervisors to the Commander of the Division of Uniform Patrol based on their tenure, experience and level of performance. They are assessed yearly at the time of annual evaluation process. Field Training Instructor selection and qualifications are listed in General Order 29-02.

Community Policing Officer – 3 Years

2. Extensions

- a. Requests for an extension within a position must be made in writing from the Division Commander, or school principal in the case of the SRO position, identifying the extraordinary performance of the officer which exceeds the normal duties of that position justifying the extension. Requests will be forwarded to the Chief of Police, through the chain of command, at which time all factors will be taken into consideration by the Chief.
- b. Thereafter, it shall be the responsibility of the Division Commanding Officer to forward notification to the Chief of Police annually. This procedure will continue for the duration of the employee's assignment in the specialized position.

D. Position Purpose and Qualification

1. Community Policing Officer

- a. Purpose – The role of the Community Policing Officer shall be to plan, organize, and implement crime prevention techniques and programs designed to prevent and/or reduce crime. Unit members will work directly under the supervision of the Commander of Patrol Support.
- b. Responsibilities and Duties – Duties include, but are not limited to:
 1. All of the duties and responsibilities of a Police Officer.
 2. Prepare and present programs to civic groups concerning crime prevention, public education and awareness.
 3. Work closely with schools in the educational areas of drug prevention, alcohol abuse, and all areas pertaining to law enforcement.
 4. Conduct the D.A.R.E. Program in assigned schools.
 5. Prepare and coordinate public relations programs
 6. Conduct tours of Police Headquarters.
 7. Represent the Department in civic groups and organizations
 8. Research, prepare and implement special programs.
 9. Conduct follow-up investigations utilizing principles of Community Policing to on-going criminal and non-criminal problems.
 10. Provide assistance to other Bureaus, Divisions and Units as needed.
- b. Qualifications - A Community Policing Officer must possess the following qualifications

1. At least two years of law enforcement experience and not on probation at the time of assignment.
2. Complete the basic D.A.R.E. Instructor training.
3. The ability to communicate well orally and in writing.
4. A thorough understanding of the concept of Community Policing.
5. The ability to develop effective relationships with schools and community organizations.
6. Be available to work evenings and weekends in order to participate in public relation events.

2 School Resource Officer

- a. Purpose - The purpose of the School Resource Officer is to work with school officials to provide a safe and secure environment for education. The officer is part of the school staff and is involved in school security, discipline and student and staff education.

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

- b. Responsibilities and Duties

1. Security Duties

- a. Perform or direct investigations (e.g., interviews, evidence collection, case development and court presentation) of criminal offenses occurring on school property or during school sponsored activities.
- b. Provide a visible security presence in schools.
- c. Serve as liaison to the principal, assistant principal, district superintendent, and law enforcement agencies in matters relating to delinquent and criminal activity associated with the students who attend school in the area to which the officer is assigned. If formal police interviews are conducted all legal requirements and school policies will be followed.
- d. At the request of the school administration, take appropriate law enforcement actions against intruders and unwanted guests who may appear at the school and related school functions to the extent possible under the law. Whenever possible, advise the principal you are requesting additional police assistance on campus.

2. Administrative Duties

- a. Be a functioning member of the building administrative teams within the assigned area of the district.
- b. Participate in faculty meetings as a member of the faculty.
- c. Attend and participate in school functions as appropriate.

- d. Keep updated on the Federal, State, and City ordinances as they apply to the district.
- e. Provide information concerning safety and security matters and trends within the district.
- f. Work such shifts and hours that are necessary to successfully fulfill assigned duties and be available at times of special needs or emergencies.
- g. Any other duties as assigned by the building principals that fall within the guidelines of the Ballwin Police Department.

3. Educational Resource Duties

- a. Serve as a resource for instructional units to students on issues related to: Alcohol and drugs, law and the role of law enforcement, violence prevention, personal safety and driver's education.
- b. Advise district administrators, counselors and other staff members on matters involving students or staff safety.
- c. Provide informational in-service programs for staff on issues related to alcohol, drugs, the law, violence, gangs, safety and security.
- d. Provide faculty training on skills relating to violence prevention, violence diffusion, and creating and maintaining a safe environment.
- e. Present programs to parents on issues related to tobacco, alcohol, drugs, violence prevention and safety.
- f. Hold conferences with parents and students to assist them with the problems of tobacco, alcohol, drugs, law enforcement, crime prevention and personal safety.
- g. Meet with parents and students to assess problems and make referrals to community agencies.
- h. Provide a positive role model for district students.

c. Qualifications

- 1. Experience in developing and presenting instructional sessions.
- 2. Desire to prevent tobacco, alcohol, other drug use, violence and other criminal activities among students.
- 3. Ability to relate to faculty, staff, students, and parents.
- 4. Ability to work professionally within a school setting.
- 5. Ability to verbally present ideas and instruction.
- 6. Strong public speaking/media relations skills.
- 7. Willingness to investigate work place instances involving employees

d. Unit Specific Selection Process

- 1. Those officers wishing to participate in the School Resource Officer Program should indicate their interest by memorandum when an opening becomes available. The minimum qualifications are as follows:
 - a. Minimum of two year as a commissioned officer with this Department.

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

2. Officers indicating their preference and possessing the minimum requirements will be eligible for selection as positions become available. The selection process shall consist of interviews with the Commander of the Division of Patrol Support and the school principal(s).

5. Patrol Support Officer

a. Purpose

The purpose of the Division of Patrol Support shall be to provide tactical and support services to the Criminal Investigation Division and the Division of Uniform Patrol. Members of the Division will be utilized to increase the clearance rate of crimes reported and number of apprehensions of perpetrators; and to decrease the number of crimes reported through selective patrol. Members of the Division will also be utilized to increase enforcement of traffic laws in areas with a high incidence of motor vehicle accidents, and to provide specialized techniques when investigating serious or fatal motor vehicle accidents. Division members review accident and traffic volume statistics to identify dangerous traffic conditions and to develop solutions to those problems. The Division will be under the authority and responsibility of the Commander of Patrol Support.

b. Responsibilities and Duties – Duties include, but are not limited to:

Officers assigned to the Division of Patrol Support will work in a uniformed or plain clothes atmosphere, depending upon the task. They will perform all the duties and responsibilities of a police officer and the related work required. Those responsibilities will include, but not be limited to:

1. Search and investigate crime scenes, process crime scenes (photograph and print), and collect and preserve evidence.
2. Directed enforcement of traffic laws.
3. Primary function is to handle traffic accidents while on duty.
4. Investigation of serious, leaving the scene, and fatal auto accidents.
5. Traffic control for parades and other special events.
6. Develop intelligence information on known and potential criminal suspects.
7. Assist the Division of Criminal Investigations with the investigation of major crimes or when assistance is required or requested.
8. Exchange information with both the Division of Criminal Investigations and the Division of Uniform Patrol, and with other law enforcement agencies.
9. Execute search and arrest warrants; fugitive apprehension of both municipal and state warrants.
10. Participate in patrolling areas of high or increasing criminal activity, saturation/selective patrol, direct enforcement, surveillances and stakeouts.

11. Provides manpower assistance to the uniform patrol division; i.e., vacation and training relief.
12. Collect statistics to be used to improve traffic safety.
13. Operation of the mobile radar trailer and other public education activities.

c. Experience and Qualifications

The officers assigned to the Patrol Support shall have at least two years of law enforcement experience and not on probation at the time of assignment. They shall meet all the requirements and guidelines of the

Department's policies and procedures, along with possessing the following qualities:

1. Ability to communicate well with others and develop contacts.
2. Possess a working knowledge of patrol and investigative tactics, criminal law, laws of evidence and court procedures.
3. Possess a working knowledge of traffic accident investigative techniques, local and state traffic laws.
4. Good powers of memory and observation.
5. Ability to work on various assignments and on many different cases simultaneously; i.e., deal effectively with non-routine problems, changing shifts.
6. Ability to operate a police motorcycle. Attend and successfully complete a recognized police motorcycle operator's course.
7. Be certified to process crime scenes.
8. Possess physical vitality.
9. Ability to work and act without direct supervision and to exercise independent judgment within the guidelines of the Department policies and procedures; self-motivated initiative.
10. Ability to communicate well orally and in writing; i.e., complete and accurate report writing abilities.
11. Must be certified or become certified at the earliest possible time as a police bicycle officer.
12. In the event a motorcycle is added to the fleet, motorcycle officers are encouraged to operate the police motorcycle daily. The motorcycle will not be used when inclement weather prohibits safe operation or the condition of the officer may prohibit safe operation. Inclement weather includes; rain, snow, ice, extreme wind chill or high heat index.

6. Uniform Crime Scene Technician

- a. Purpose - The purpose of the Uniform Crime Scene Technician shall be to provide a uniform patrol response to crime scene processing; to decrease the time between the discovery of a crime and processing of the scene; to process a greater number of crime scenes, including some of a misdemeanor nature; and to enhance public opinion regarding the thoroughness of police actions taken at the scene of a crime normally not processed.

Each squad supervisor of the Division of Uniform Patrol shall designate at least one officer as a Uniform Crime Scene Technician. In addition to maintaining all of the normal duties of a patrol officer, the Uniform Crime Scene Technician shall be responsible for the processing of crime scenes incurred on his/her squad during his/her normal tour of duty. While performing as a Uniform Crime Scene Technician, the officer shall be detached from normal patrol duties.

b. Definitions

Uniform Crime Scene Technician - A patrol officer of the Division of Uniform Patrol knowledgeable in the field of crime scene processing, who is not on probation at the time so designated.

Crime Scene Processing – Crime Scene Processing shall include, but is not limited to:

1. The collection and preservation of all types of evidence, including latent fingerprint evidence.
2. Establishing a photographic record of the crime scene.
3. Establishing a written record of the crime scene, including the completion of proper reports and logs detailing actions taken by the Uniform Crime Scene Technician.
4. The use of any other technique deemed necessary in the collection and preservation of evidence.

c. Duties and Responsibilities

1. It shall be the duty of the squad supervisor, with advice from the Uniform Crime Scene Technician, to determine if a crime scene might bear evidence useful to a criminal prosecution and, therefore, would benefit from crime scene processing. Any such crime scene, including those of a misdemeanor nature, would be eligible for crime scene processing.
2. A processing kit, complete with all equipment necessary for crime scene processing, shall be issued to each squad of the Division of Uniform Patrol. It shall be the responsibility of the designated Uniform Crime Scene Technician(s) to maintain the processing kit and provide for its security.
3. It shall be the responsibility of the Uniform Crime Scene Technician to document all actions taken at a crime scene, to complete all necessary reports and logs, and to insure that a proper chain of custody is maintained for evidence collected at the scene of a crime.
4. The Division of Criminal Investigations shall maintain primary responsibility for processing the following types of crime scenes. In these instances, the Uniform Crime Scene Technician may assist the Criminal Investigative Unit.
 - a. Class A felony crime scenes;
 - b. Any scene of a criminal death, suspicious death or homicide (uniform technicians may handle non-violent suicides and accidental deaths);

- c. Any felony crime scene of a sexual nature;
 - d. Any crime scene that is deemed beyond the resources or expertise of the Uniform Crime Scene Technician;
 - e. Any crime scene that a Uniform Crime Scene Technician is unavailable to process.
5. The Division of Criminal Investigations shall maintain responsibility for any additional processing of evidence collected by a Uniform Crime Scene Technician, for transportation of evidence to facilities outside this Department, and for all follow-up investigation.
 6. Division of Patrol Support officers shall maintain primary responsibility for processing fatal and near fatal accident scenes. If a Patrol Support Officer is unavailable, the Division of Criminal Investigations shall be called to process the accident scene. Again, in these instances, the Uniform Crime Scene Technician may assist in processing the scene.
 7. The scene of any arson or serious fire related crime shall be handled by a certified department arson investigator. Those scenes handled are pursuant to the following guidelines:
 - a. The fire is deemed to be of suspicious or undetermined origin by the ranking fire official on the scene, and
 - b. The fire would be classified as Arson First Degree or Arson Second Degree if determined to be a criminal act, or
 - c. The fire involves a fatality or personal injury likely to result in death.

d. Experience and Qualifications

Uniform Crime Scene Technicians shall have at least one year of experience and not be on probation at the time the selection process begins. Uniform Crime Scene Technician must possess the following skills and characteristics:

1. Good report writing skills.
2. Excellent powers of observation and attention to detail.
3. Training by a certified instructor on basic crime scene investigation techniques.
4. Ability to operate a variety of crime scene instruments and tools.

7. Temporary Detachment

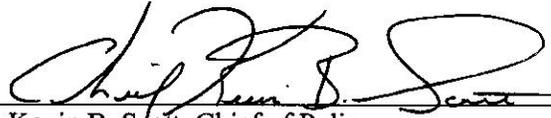
a. Purpose

Temporary detachment is intended to facilitate short-term skill enhancement as well as provide additional career development opportunities for police officers. A detachment may occur when staffing and assignments are available. The Commanders of Uniform Patrol, Patrol Support, and Operational Support will oversee and coordinate the temporary detachment of police officers to specialized positions. The Division Commanders shall announce when a temporary detachment is available.

b. Qualifications and Selection

Officers wishing to participate in a temporary detachment shall have at least one year of experience and not be on probation at the time the selection process begins. They shall submit a memorandum of interest to their supervisor who will forward it through the Chain of Command. The Division Commanders will review the submitted memorandums and coordinate the assignment of officer(s).

BY ORDER OF:



Kevin B. Scott, Chief of Police

6/1/16

Date

MPCCF REFERENCE

5.3, 11.1, 12.1, 13.1, 20.1

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 5-4

EFFECTIVE: JUNE 20, 2013

UPDATED: AUGUST 8, 2016

TO: ALL PERSONNEL

INDEX AS: COMMAND PROTOCOL

SUBJECT: COMMAND PROTOCOL

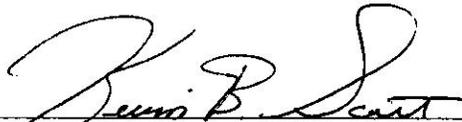
I. PURPOSE

The purpose of this order is to establish a formal system of Command Protocol in order to avoid the issuance of conflicting orders or confusion during incidents involving multiple Bureaus, Divisions or Units.

II. POLICY

When elements of different Divisions or Units are assigned to an incident the officer designated as the Watch Commander, regardless of rank, will be in command of the incident until relieved by a Division Commander or the Chief of Police. The Watch Commander may transfer command of the incident to personnel of a specialized Division, Unit or outside agency when their technical expertise would lead to more effective command of the incident.

BY ORDER OF:


Kevin B. Scott, Chief of Police

8-22-16
Date

MPCCF REFERENCE

5.4

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 05-05

EFFECTIVE: AUGUST 05, 2013

CANCELS: GENERAL ORDER 21-4, 23-07

TO: ALL PERSONNEL

INDEX AS: DISCRETIONARY AUTHORITY
PROBLEM SOLVING
TECHNIQUES

SUBJECT: DISCRETIONARY AUTHORITY

I. PURPOSE

The purpose of this General Order is to establish the scope and limits of the authority and discretion afforded to members of the Ballwin Police Department.

II. POLICY

It is the policy of this Department that all officers exercise their authority and discretion in a fair and impartial manner, keeping in mind the rights of the individual versus the overall needs of the community. Officers' discretion should be based on the premise of successfully resolving the problem at hand with a minimum of intrusion and use of coercion by the individual officer.

III. LEGAL MANDATED AUTHORITY

The authority vested by sworn members of the Department can be found in the Missouri Revised Statutes, and the Municipal Code of the City of Ballwin.

A. Revised Statutes of Missouri, Section 71.200 states: "All cities in this State shall have power to appoint both men and women as members of the police force and prescribe their duties and provide for their compensation."

B. The Municipal Code of the City of Ballwin, Section 20-26 states: "The police Department of the City shall be comprised of the following persons:

(1) A chief of police; and

(2) Commissioned employees and clerical employees as may be appointed from time to time by the Chief of Police with the consent and approval of the City Administrator, but only in such number as may be authorized from time to time by the Board of Aldermen.

And Section 20-47 which states: "The Chief of Police shall have power at all times to serve and execute all warrants, subpoenas, writs or other process; to make an arrest, with proper process, for any offense against the laws of the City or the State; and to keep the offender in a proper place to prevent his escape until a trial can be had before the proper officer, unless such offender shall give good and sufficient bond for his appearance for trial. The Chief of Police shall also have power to make arrests without process in all cases in which any offense against the laws of the City or the State shall be committed in his presence; and he shall

perform all other duties and have all powers provided for by laws or ordinances of the City.”

IV. DISCRETION

The duties in contemporary law enforcement have never been so complex, varied, and demanding.

A police officer is required to perform a myriad of tasks under unfavorable and extraordinary circumstances. Traditionally, law enforcement agencies have been considered quasi-military organizations governed by strict rules and regulations. While rules and regulations are definitely needed in the law enforcement profession, it would be impossible for a law enforcement agency to develop rules to address every situation an officer may encounter. Guidelines and rules must be developed to direct the officer in emergency situations such as the use of deadly force, vehicle pursuits, or circumstances where coordinated action is taken by several individuals or officers. These types of situations are a very small percentage of normal policing time. Officers spend the majority of their working hours on rather routine non-law enforcement duties.

In so doing, officers operate intuitively; an approach that is primarily based on each officer's previous experience. Officers tend to rationally consider alternate behavior strategies before doing anything and then select the approach which has worked best. Police officers routinely rely on their judgement to satisfactorily resolve conflict, and use discretionary authority to satisfactorily solve the problem at hand. It is "discretionary authority" this General Order will address, defining the limits of individual discretion and providing guidelines for exercising discretion within those limits.

Discretion is based on the premise the individual officer present at a scene is the most appropriate person to decide how to resolve a situation. Since even similar types of situations can vary considerably, confidence must be placed in the officer's ability to see distinctions and act appropriately. Therefore, we must rely on the officer's judgement to accurately assess the situation and to satisfactorily resolve the conflict.

Since it is impossible to formulate guidelines to address every situation an officer may face, it is equally unreasonable to conclude that any two officers would handle an incident in the same manner. Discretion can be linked to common sense, and neither of these are taught in any school or police academy.

In those instances where an officer may exercise discretion, it is the philosophy of this Department that effective discretionary performance is based on the successful resolution of the problem at hand with a minimum of intrusion and use of coercion by the individual officer.

V. ARRESTS

- A. Officers should continue to effect a full custodial arrest of suspected offenders for certain crimes (examples: domestic violence, assaults, drug offenses) according to existing Department policy and procedures.
- B. After effecting an arrest, if at any time thereafter including during or after the booking

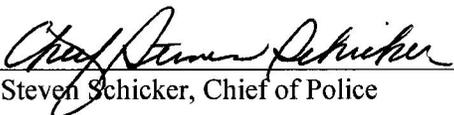
process, the officer develops cause to believe that the suspect is not responsible for the crime, he should immediately terminate the arrest and/or booking process and release the prisoner from custody.

VI. EXERCISING ALTERNATIVES TO ARRESTS

All sworn officers shall take appropriate enforcement action for each violation of the law witnessed or reported to them. Enforcement of the law does not provide the officer an avenue to scold, belittle, berate, or verbally abuse a violator.

To address the variety of problems that officers encounter, the following alternatives to a full custodial arrest are suggested:

- A. Verbal / written warning.
- B. Citation / Summons.
- C. Referral.
- D. Informal resolution.

BY ORDER OF:  9/16/13
Steven Schicker, Chief of Police Date

ATTESTED BY:  11/5/13
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE