

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 50-01

EFFECTIVE: MAY 23, 2013 CANCELS: GENERAL ORDER 14-2, 17-07
TO: ALL PERSONNEL INDEX AS: PROGRESS INITIATION TEAM
SUBJECT: PROGRESS INITIATION TEAM (PIT) COMPLAINTS
SUGGESTIONS

I. PURPOSE

The purpose of this General Order is to provide employees an opportunity to participate and share in the Department's operational and management aspects through a decision making process of discussion, research and presentation of recommendations to the office of the Chief of Police.

II. GENERAL

- A. The Progress Initiation Team is not to be interpreted as an instrument to subvert, replace, minimize or eliminate the existing chain of command.
- B. Providing an opportunity and insight into what is needed at the administrative level, as well as providing a learning experience for promotion
- C. Within this order, the term "employee" is to be interpreted as including Police Officers, Sergeants, and non-commissioned employees.

III. SELECTION PROCESS

- A. Every two years during April the Commander, Bureau of Administration and Operational Support will conduct a process in which one employee is to be elected from each of the following designated work elements for the purpose of serving as a regular member of the Progress Initiation Team:
 - Division of Uniform Patrol (Squads A, B and C)
 - Division of Patrol Support
 - Division of Criminal Investigation
 - Division of Professional Standards / Community Affairs
 - Communications Division
- B. Each member will be elected by vote of their fellow employees, acting in accordance with the following nomination and voting practices:

Each member will be elected by vote of their fellow employees, acting in accordance with the following nomination and voting practices:

- 1. Any employee may place a name in nomination within their work element.
- 2. Each employee nominated will be notified and required to submit an interoffice

memorandum indicating their willingness to serve, if elected, at least seven days prior to the election.

3. The Commander, Bureau of Administration and Operational Support will prepare and distribute ballots listing the names of those who have registered their candidacy. No write-in candidates will be accepted.
 4. The Commander, Bureau of Administration and Operational Support will tabulate completed ballots. The employee receiving the highest number of votes shall be elected as the Representing Member.
 5. In the event there are not enough candidates from a specific work element prior to voting the position will be filled by an employee selected by the Commander, Bureau of Administration and Operational Support.
- C. The Chief of Police will appoint an Administrative Advisor from the Lieutenant of Captain ranks.

IV. TERM OF MEMBERS

- A. Each member shall serve a period of two years from the date of election, except in those instances where they are transferred to another unit assignment or upon separation of employment.
- B. Should the position of Representing Member become vacated prior to expiration of the term it shall be immediately filled by election from that squad or unit per policy.

V. DUTIES OF MEMBERS

- A. Members will function by committee with members voting on chairman and co-chairman to run the meeting and delegate committee tasks for presentation to the Chief of Police and command staff.
- B. Members will vote on a Committee Secretary who will hold that position for the duration of their term.
- C. Areas of focus by the Progress Initiation Team should be program development, Department/community involvement, operations and operational support to improve services, legislative and policy proposals, budget input, and recommendations for new equipment followed by acquisition proposals. The Committee is actively encouraged to voice their recommendations and pursue any and all comments registered by fellow employees to enhance and improve the operations and image of the Department.
- D. Recommendations from the Progress Initiation Team should be submitted in writing to the Chief of Police with proper documentation, background and research information,

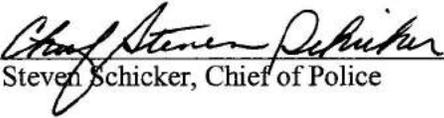
draft legislation or policy proposals, operational impact statements, cost analysis and formally proposed with vendor and pricing information.

- E. It is extremely important that all employees be kept apprised of all matters brought to the attention of the Chief of Police by the appropriate Committee Chairman and/or Co-Chair so that they may share in the process. In order to enhance participation, minutes shall be prepared by the Committee Secretary on all Committee meetings. There shall only be one official publication of the Progress Initiation Team minutes distributed throughout the Department and signed by the Committee Chair.
- F. Members will be required to solicit questions from fellow employees to be presented at the Progress Initiation Team meeting several days in advance of the meeting date.
- G. Members are not to represent fellow employees in personnel matters or in supervisor/subordinate relationships. These matters should be handled through the chain of command.
- H. The Progress Initiation Team will meet on a regularly scheduled quarterly basis. Members who are on duty are to be excused by their respective supervisor in order that they may attend. Members attending who are off duty will be granted compensatory time for their attendance. More frequent meetings may be required to get the objectives and goals of the team met.
- I. The Administrative Advisor will not have a vote or active participation in the Team, other than as the contact person to clarify questions that may arise relating to city and department policy, MPCCF standards, budget restraints, grants and avenues for locating resource information. The Administrative Advisor is not required to attend every meeting unless requested by the Chairman or Co-Chairman.

VI. ADMINISTRATION EVALUATION AND RESPONSE

- A. The Chief of Police will evaluate all recommendations or comments and will then clarify and critique the position of the Department as related to these matters.
- B. A written report will be submitted in response from the Chief of Police or his designate within sixty (60) days of the Progress Initiation Team's submission. Recommendations and proposals impacted by budget approval or legal review may require an extended response time for final disposition.

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PROGRESS INITIATION TEAM
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BY ORDER OF:  6/6/13
Steven Schicker, Chief of Police Date

ATTESTED BY:  6/13/13
Robert Kuntz, City Administrator Date

cc: City Attorney

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 51-01

EFFECTIVE: MAY 24, 2013

CANCELS: GENERAL ORDER 11-1b, 16.07

TO: ALL PERSONNEL

INDEX AS: PERSONAL VEHICLES
TAKE HOME VEHICLES

SUBJECT: ASSIGNMENT OF VEHICLES

I. PURPOSE

The purpose of this order is to establish a policy regarding the assignment and use of department vehicles by command staff personnel of the police department.

II. JUSTIFICATION

Due to the nature of their assignment, certain command staff officers will be required to be readily accessible at all times and available to respond immediately to duty. In addition, they will be carrying out routine assignments such as attendance at meetings, inspection and investigation of ongoing police patrol activities and other duties which will occur during other than their normal 8:00 AM - 5:00 PM tour of duty.

To facilitate their availability and to insure they are in contact with the police department and capable of responding as needed to emergencies a "take home" unmarked vehicle will be provided to facilitate contact with the department, and to respond as required.

III. ASSIGNMENT OF VEHICLE

Command staff officers to be assigned a department vehicle are as follows:

Commanding Officer of the Bureau of Administration and Operational Support

This officer, in addition to his/her administrative duties, is responsible for the functions of the Criminal Investigation and Communications Divisions and will respond to all major crime scenes and other incidents.

Commanding Officer of the Bureau of Field Operations

Will be required to respond to all police related incidents and activities requiring the presence of a command officer. In addition, he/she will provide periodic oversight and supervision on street activities at various hours of the day and night.

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ASSIGNMENT OF VEHICLES

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IV. ORIGINS/RESTRICTED USE

Assignment of vehicles will be made from the existing fleet of vehicles with specific authorization determined by the Chief of Police and approved by the City Administrator. This policy is subject to periodic review based upon budgetary considerations, residency, and Board approval.

BY ORDER OF: Chief Steven Schicker 6/6/13
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 6/13/13
Robert Kuntz, City Administrator Date

cc: City Attorney

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 52-01

EFFECTIVE: OCTOBER 22, 2013

TO: ALL PERSONNEL INDEX AS: DRUG DISPOSAL PROGRAM
P2D2 PROGRAM
UNUSED RX COLLECTION
AND DISPOSAL PROGRAM

SUBJECT: PRESCRIPTION PILL AND DRUG DISPOSAL PROGRAM

I. PURPOSE

The purpose of this Order is to introduce the Ballwin Police Department's participation in the Missouri Prescription Pill and Drug Disposal Program (P2D2), and to outline the Department procedures associated with the operation of the unused prescription pill and drug collection drop box installed in the lobby of the Donald "Red" Loehr Police and Court Building.

II. GENERAL

The Ballwin Police Department has teamed with The St. Louis County Police Department, Missouri American Water Company, St. Louis College of Pharmacy, and Metropolitan Sewer District to sponsor the formation of a nonprofit corporation named Missouri Prescription Pill and Disposal (P2D2). The purpose of this corporation is to foster the responsible disposal of unused medications within the Ballwin community. Similar established programs are being successfully conducted by law enforcement agencies throughout the country.

The presence of unused prescription and over-the-counter medications within the homes of our community can become a source for drug abuse by individuals within the community. Prescription drug abuse remains a fast-growing and serious local and national problem. In addition, unused medications have historically been discarded by flushing them down the toilet or sink, where they can enter the waterways, potentially harming aquatic life or getting into the drinking water supply. While research has not demonstrated human health impacts from trace amounts of these detected compounds, it is important that we protect our source waters from all contaminants.

The collection and disposal of unused prescription and over-the-counter medications must be conducted under specific guidelines set forth by the Drug Enforcement Administration. These guidelines require that law enforcement agency personnel are the

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PRESCRIPTION PILL AND DRUG DISPOSAL PROGRAM
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primary component of any collection effort. The Department has participated in several Drug Enforcement Administration sponsored unused prescription and over-the-counter medications collection days. However, the purpose of the Department's participation in the Missouri Prescription Pill and Drug Disposal Program (P2D2), by placing a medication collection drop box in our police station, is to provide the Ballwin community with a continuous and convenient option for the safe disposal of unused medications.

III. PROCEDURE

A. A metal collection drop box has been provided to the Department by Missouri Prescription Pill and Drug Disposal (P2D2). This box is secured with a locking device and may be secured to the wall or floor in the interior public lobby of our station. The collection drop box will be available for use by the public on a 24-hour, seven day a week basis.

B. The metal collection box displays graphics that instruct the public of accepted items. Items accepted in the collection boxes are as follows: Prescription medications (including controlled substances); over the counter medications; pet medications; vitamins and supplements; medicated ointments, lotions, creams and oils; liquid medication in leak-proof containers; homeopathic and herbal remedies and suppositories. Items not accepted are: Illegal drugs; needles/sharps; syringes with needles; thermometers; IV bags and tubing; bloody or infectious waste; personal care products; empty containers; hydrogen peroxide; aerosol cans and inhalers.

C. On duty communications officers will have the responsibility of the general monitoring of the collection drop boxes and answering any related questions from the public.

D. The Commander of the Division of Criminal Investigations will be the administrator of the collection drop box. This commander or his designate's responsibilities will include:

1. Emptying the drop box contents, by removing the interior plastic lined cardboard collection boxes and sealing them with evidence tape;
2. Completing a miscellaneous police report each time the metal collection box is emptied;
3. Insuring the complaint number is recorded on the corresponding removed cardboard collection boxes and properly placing the sealed cardboard collection boxes in the Department's evidence locker;

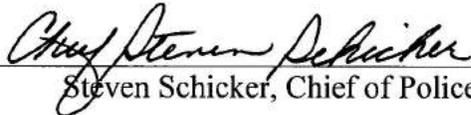
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PRESCRIPTION PILL AND DRUG DISPOSAL PROGRAM
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4. The sealed cardboard boxes will be picked up by the Property Control Unit for storage and later disposal.

E. The collected unused medication will be properly disposed of through incineration administered by P2D2 Program at an appropriate approved location and in accordance with all Drug Enforcement Administration and Environmental Protection Agency guidelines.

BY ORDER

OF:


Steven Schicker, Chief of Police

10/30/13

Date

ATTESTED

BY:


Robert Kuntz, City Administrator

11/5/13

Date

cc: City Attorney

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 53-01

EFFECTIVE: MARCH 12, 2014

CANCELS:

TO: ALL PERSONNEL

SUBJECT: RETURN OF SEIZED FIREARMS

INDEX AS: EVIDENCE
PROPERTY
FIREARMS

I. PURPOSE

The purpose of this General Order is to provide guidelines to assure that no firearm, though legally seized, is withheld from the owner of said firearm past the point where due process of law is required for the Department to retain it.

II. POLICY

A supervisor of command rank shall be appointed by the Chief of Police to determine whether a citizen whose firearm has been lawfully seized by the Department is eligible to have the firearm returned.

A written record shall be made of each such request. The supervisor assigned shall personally meet with the requesting citizen in order to determine whether the seized firearm should be returned. The records, documents or other evidence upon which the requesting citizen relies for the return of the seized firearm shall be copied by the supervisor and maintained in each such request file.

Firearms that are lawfully seized by the Department are only eligible to be returned after two conditions are met.

First, the requesting citizen must prove by competent evidence that the firearm is their lawful property. A permit, bill of sale or receipt for the firearm would satisfy this requirement. If no such documentation exists, the requesting citizen is required to complete an affidavit (BPD 75) stating the facts supporting their ownership of the firearm.

Second, the requesting citizen must otherwise be eligible to possess a firearm under Missouri and Federal law. All requesting citizens must complete an affidavit (BPD 76 or BPD 75) indicating that they are legally permitted to possess a firearm under all applicable state and federal laws.

If the request by a citizen for the return of a seized firearm is denied, a written statement of the reasons why the request was denied shall be prepared by the supervisor, and a copy shall be provided to the citizen and retained in the request file.

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RETURN OF SEIZED FIREARMS
PAGE 2

BY ORDER OF: Chief Steven Schicker 3/18/14
Steven Schicker, Chief of Police Date

ATTESTED TO: Robert Kuntz 4/8/14
Robert Kuntz, City Administrator

Date

cc: City Attorney

MPCCF REFERENCE

33.3

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____
who being by me duly sworn, deposed as follows:

My name is _____, I am of sound mind, capable of making
this affidavit, and personally acquainted with the facts herein state. I am the lawful owner of the
firearm described as follows: _____

, and that the facts supporting my ownership of said firearm
are _____

I further attest that I am eligible to possess said firearm in accordance with all applicable
state and federal laws and regulations.

I understand that if any statement I have made herein is known to me to be false, I may
be subject to prosecution pursuant to Section 17-8(b) of the City of Ballwin's Municipal Code.

Affiant, being duly sworn upon his oath, deposes and states that the facts and matters
set forth in the foregoing are true and correct to the best of his information, knowledge and
belief.

Affiant

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:

AFFIDAVIT

Before me, the undersigned authority, personally appeared _____
who being by me duly sworn, deposed as follows:

My name is _____, I am of sound mind, capable of making
this affidavit, and personally acquainted with the facts herein state. I am the lawful owner of the
firearm described as follows: _____

, and as evidenced by the bill of sale/receipt for said firearm, a copy of which is attached to this
affidavit.

I further attest that I am eligible to possess said firearm in accordance with all applicable
state and federal laws and regulations.

I understand that if any statement I have made herein is known to me to be false, I may
be subject to prosecution pursuant to Section 17-8(b) of the City of Ballwin's Municipal Code.

Affiant, being duly sworn upon his oath, deposes and states that the facts and matters
set forth in the foregoing are true and correct to the best of his information, knowledge and
belief.

Affiant

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 54-01

EFFECTIVE: JUNE 2, 2014 CANCELS: GENERAL ORDER 50-07

TO: ALL PERSONNEL INDEX AS: ARREST PROCEDURE
ORDINANCE VIOLATIONS

SUBJECT: ARREST PROCEDURE/
SUMMONS IN LIEU OF ARREST PHYSICAL ARREST
SUMMONS
SUMMONS IN LIEU OF ARREST

I. PURPOSE

The purpose of this General Order is to establish policy and procedures for a police officer of the Department to issue a summons, in lieu of effecting a full custody arrest, for a violation of a Ballwin City Ordinance.

II. GENERAL

- A. The summons serves as a substitute for a full custody arrest and may be issued only where a full custody arrest can legally be made for a violation of a Ballwin Ordinance.
- B. Police Officers are permitted discretion, consistent with the guidelines contained herein, in determining whether to issue a summons or to effect a full custody arrest.

III. GUIDELINES FOR USE OF THE SUMMONS

A police officer shall not issue a summons under the following conditions:

- A. City Traffic Code Violation (Missouri Uniform Traffic Ticket serves as summons).
- B. Violators who neither reside nor are employed in St. Louis City or St. Louis County, or the adjacent counties of Jefferson, Franklin, or St. Charles, regardless of the charge.
- C. For Assault or other acts of Domestic Violence while at the scene of a Domestic Violence incident
- D. When the violator is a juvenile.
- E. When physical force is employed in effecting an arrest.
- F. If there is reasonable likelihood that the violation would continue or re-occur, or if an individual or property would be endangered by the violator's continued presence on the scene.

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ARREST PROCEDURE/SUMMONS IN LIEU OF ARREST
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- G. If the violator cannot or will not offer satisfactory evidence of identity. Satisfactory evidence of identity can be defined as that degree of evidence required to reasonably assure the police officer that the violator cited is who he claims to be, taking into consideration the nature of the identification presented and the circumstances of the violation involved.

- H. If the prosecution of the offense for which the violator is to be cited, or of another offense, would be jeopardized. This criterion provides a practical provision to allow the full custody arrest process for legitimate investigative purposes, or to prevent the destruction of physical evidence. For example, if the violator is wanted for questioning about another offense, a full custody arrest will be employed to insure sufficient time for interrogation.

- I. A summons in lieu of arrest shall not be issued if a reasonable likelihood exists that the violator will fail to appear in court.
 - 1. The police officer will have to decide whether there is a reasonable likelihood that the violator would fail to appear in court if cited. Evaluation of the violator's credibility will often be the most important factor influencing the decision to issue a summons in lieu of arrest. The following are examples that could provide reason to believe that a violator would be unlikely to appear in court if released on a summons:
 - a. The violator attempted to evade arrest.

 - b. The violator is a transient and has no roots in the community. It is the policy of the Department that a person will be considered to have adequate roots in the community by having been employed continuously for a period of six months (although not necessarily with the same employer) or by having lived in the metropolitan area for a period of at least six months. In addition, police officers should consider a person's stability in the community as may be demonstrated by facts such as raising a family, children in local schools and so on.

 - c. A summons in lieu of arrest shall not be issued to a violator who has been arrested more than once on a warrant charging failure to appear during the preceding one year period.

 - d. The violator demands to be arrested, refuses to sign the summons, or indicates verbally or by his actions that he will not appear in court.

 - e. The signature of the violator is required for a summons release. The violator shall be advised that signing the summons is not an admission of guilt, but only a promise to appear on the assigned date. Refusal on the part of a violator to sign the summons shall be noted in the narrative of the report and the violator shall be subjected to a full custody arrest.

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ARREST PROCEDURE/SUMMONS IN LIEU OF ARREST
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- f. The violator falsely identifies himself or produces false identification.
- 2. A wanted check must be made before a summons is issued. If there are any outstanding warrants, wanteds, etc. for the violator, a full custody arrest shall be made.

A police officer may issue a summons in lieu of arrest for the following offenses:

- A. Minor in possession of intoxicating liquor
- B. Possession of marijuana or drug paraphernalia
- C. Derelict vehicles
- D. Building Code violations
- E. Trespassing
- F. Property Damage/Destruction of City Property
- G. Peace Disturbance (loud parties, dog barking, etc.)
- H. Stealing under \$500.00
- I. Zoning code violations
- J. Any other Ordinance violation stipulated by the Chief of Police

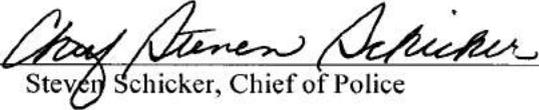
IV. PROCEDURE FOR ISSUING SUMMONS

The summons shall be completed in the following manner:

- A. Upon completion by the officer, the defendant shall sign in the designated location on the summons.
- B. The officer will then give the defendant his/her copy of the summons explaining the charge and court date.
- C. The narrative portion of the summons or a police C.A.R.E. report regarding the incident shall be completed by the officer.
- D. The remaining parts of the summons shall be submitted to the officer's immediate supervisor for his approval.
- E. The summons will then be routed to the Division of Records for entry into the REJIS system then forwarded to the Municipal Court.

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ARREST PROCEDURE/SUMMONS IN LIEU OF ARREST
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- F. Violators subjected to a full custodial arrest and transported to police headquarters for booking may not later be released on summons unless authorized by the watch commander.
- G. If a violator is charged with more than one City Ordinance violation, a separate summons with the same complaint number shall be prepared for each charge and all summonses issued shall be set on the same court date.

BY ORDER OF:  6/5/14
Steven Schicker, Chief of Police Date

ATTESTED BY:  6/27/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

III. PROCEDURE

A. Arrest Warrants

1. Ballwin Warrants

a. Municipal

1. Ballwin municipal warrants shall be forwarded to the Department's Communications Division from the Ballwin Municipal Court.
2. After entering the warrants into the REJIS computer system, Communications Officers shall attach a copy of the warrant/wanted entry to part 1 of the Ballwin Police Department Warrant Service form.
3. Warrants for suspects with an address within or outside of the city limits of Ballwin shall be forward to the Division of Patrol Support for attempted service by Special Operations Unit officers assigned to Directed Patrol.
4. Assigned Officers shall attempt to serve all Ballwin municipal warrants at least four (4) times within a 14-day period for each warrant, recording all attempts using the Departmental Warrant Service form (BPD #55). However, a form may be completed and returned in less time without 4 attempts when circumstances dictate; for example an officer verifies that the suspect has no connection with the address listed on the warrant.

When it is determined that the suspect is no longer associated with the address provided on the warrant, officer should make every attempt to develop additional information regarding the possible location of the suspect. This information shall be recorded on the Warrant Service form and it shall be forward to the appropriate agency for further attempts at apprehension or filing. In cases when the 14-day service period has expired or the search for the suspect has reached a dead end, the appropriate notation shall be made on the form and it shall be forwarded to the Communications Division for filing with the Department's warrant copy.

5. Members of the Special Operations Unit shall prioritize all warrants that are forwarded to them for service and attempt to forward all completed Warrant Service forms, with the appropriate notations, for approval within a reasonable amount of time.
 6. Notations on the Ballwin Police Department Warrant Service forms shall include the:
 - a) Date and time service was executed or attempted
 - b) Name of officers executing or attempting service
 - c) Name of person on whom legal process was served or executed
 - d) Arrest or reason for non service
 - e) Address of service or attempt
- b. Federal and State Arrest Warrants Originating From Ballwin Incidents.
1. It shall be the responsibility of the issuing jurisdiction, the St. Louis County Police Department regarding State Warrants for example, to serve such warrants, unless the Ballwin Police Department maintains an active role in the case.
 2. Sworn members of the Ballwin Police Department may assist those agencies by arresting individuals based on computerized wanted information and turning the individual over to the appropriate agency for service.
2. Warrants From Other Jurisdictions
- a. Arrest warrants from other jurisdictions naming individuals who may live or work in Ballwin shall be forwarded to the Special Operations Unit, for attempted service by officers assigned to Directed Patrol. The majority of these warrant service requests will include a warrant service information log from the issuing agency. These should be completed as applicable and appropriate. Officers should also record in the CAD system, service attempt information on those requests that do not include a log from the issuing agency. Assigned officers are responsible for assuring notification to the issuing agency of their investigative findings within 30 days of receipt of the request, or sooner if the situation warrants.

B. Civil process

1. Members of the Ballwin Police Department do not serve documents of civil process, with the rare exception of some orders of protection.
2. Orders of Protection

The service of orders of protection (ex-parte orders & full orders of protection) pursuant to the Missouri's Adult Abuse Act are generally served by the County Sheriff's Department.

a. Circumstances Where Ballwin Officers May Serve a Protection Order.

1. If a victim is in need of obtaining an order of protection after the St. Louis County Family Court's regular business hours, members of this department shall be available to assist them in obtaining a protection order. Under these emergency circumstances, it may be possible (e.g., the respondent is in our custody at the time) for a sworn, full-time member of the Department to serve the respondent with a copy of the petition and notice of the date set for the hearing.
2. If in the course of handling a call for service, an officer becomes aware that a respondent to an order of protection is present and that individual has not been served with the order, the officer may do so, provided that they have the appropriate documentation (note: the petitioner will often have all of the necessary paperwork in their possession -- see section III., B., 1., b. below).

b. Procedures for Ballwin Police Officers Serving a Respondent

1. Missouri law authorizes peace officers to provide personal service to a respondent by delivering a copy of both the petition and notice of the date set for the hearing, as well as a copy of any court order if available. Service means providing this information either to the respondent in person or by leaving a copy of those papers at the dwelling, house or usual place of abode of the respondent with some member of the respondent's family over the age of fifteen.
2. In order to complete the service process, the officer must complete a St. Louis County Family Court Officer Return Form, which will be maintained by the Communications Division after updating the Protection Order in the REJIS computer system indicating it has been served.

III. PROCEDURE

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b. Procedures for Ballwin Police Officers Serving a Respondent

1. Missouri law authorizes peace officers to provide personal service to a respondent by delivering a copy of both the petition and notice of the date set for the hearing, as well as a copy of any court order if available. Service means providing this information either to the respondent in person or by leaving a copy of those papers at the dwelling, house or usual place of abode of the respondent with some member of the respondent's family over the age of fifteen.
2. In order to complete the service process, the officer must complete a St. Louis County Family Court Officer Return Form, which will be maintained by the Communications Division after updating the Protection Order in the REJIS computer system indicating it has been served.

GENERAL ORDER 55-01
SERVICE OF LEGAL PROCESS
PAGE 5

3. In cases where officers are unable to properly complete the service process because they lack the necessary documentation, they shall still notify the respondent that an order exists and make notation of such in their police report.

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

ATTESTED BY: Robert Kuntz 4/11/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 56-01

EFFECTIVE: OCTOBER 08, 2014

CANCELS: GENERAL ORDER 64-09

TO: ALL PERSONNEL

INDEX AS: EMERGENCY STAFF
NOTIFICATIONS
NOTIFICATIONS
NOTEWORTHY INCIDENTS
STAFF NOTIFICATIONS

SUBJECT: EMERGENCY STAFF NOTIFICATIONS

I. PURPOSE

The purpose of this General Order is to define the responsibilities of supervisory personnel regarding actions and notifications to be taken during emergency situations or when noteworthy actions dictate that the Chief of Police and/or other Staff Officers be notified.

II. URGENCY AND IMPORTANCE

This procedure and the attached "notification matrix" (BPD #53) are designed to aid the watch commander and communications personnel in the steps to be taken in a variety of emergencies or noteworthy incidents. It is imperative that the notification sheet be followed accurately to ensure the proper notification of required personnel.

III. PROCEDURES

- A. Whenever an emergency or incident described on the attached sheet occurs, the watch commander shall begin to make the notifications as indicated. The communications officer shall make a note of the time the notification is made and shall advise the watch commander when notifications cannot be made.
- B. **NOTE:** Since it is impossible to cover all situations on the attached notification sheet, it is to be used as a guide only. Anytime a watch commander feels that another member of this Department needs to be notified of an incident he should make that notification. It is imperative that the Chief of Police and the Staff Officers are aware of incidents occurring within the City.
- C. Notification Process - When the determination is made that a staff or command officer is to be notified, the following procedures shall be followed in descending order:
 1. On Duty
 - a. Attempt to contact by calling the individual's phone extension. If no contact:
 - b. Check throughout the station. If no contact:
 - c. Attempt contact through mobile phone text or email. If no contact:
 - d. Notify communications to attempt contact via radio.
 2. Off Duty
 - a. Call the individual's residence. If no contact:
 - b. Attempt contact through mobile phone or text.
 - c. Notify communications to attempt contact via radio (Command Only)

BALLWIN POLICE EMERGENCY NOTIFICATION LIST

	Chief of Police	City Administrator	Capt. Admin. / Opp. Supt.	Capt. Field Ops	Lt. D.C.I.	P.I.O.	All Supervisors	All Officers	Det. Sgt.	On-Call Det.	Watch Commander	All Personnel
CODE 1000 (IN VENUE)	A	A	A	A	A	A	A	A	A	A	A	A
AIRCRAFT CRASH	A	A	A	A	A	A			A	A	A	A
DISASTER	A	A	A	A	A	A			A	A	A	A
HAZARDOUS MATERIALS INCIDENT	A	A	A	A	A	A					A	
HOMICIDE	A	A	A	A	A	A			A	A	A	A
FATAL ACCIDENT	A	D	A	A	A	A			A	A	A	
ARMED ROBBERY	A	A	A	A	A	A			A	A	A	
LARGE BURGLARY	D		D	D	D	D			D	A	A	
POLICE INVOLVED ACCIDENT WITH INJURIES	A	A	A	A	A	D			A	A	A	
SERIOUS EMPLOYEE INJURY	A	A	A	A	A	A					A	A*
SUICIDE	D		D	D	A	D			A	A	A	
MULTI CAR ACCIDENT WITH INJURY	D	D	D	D	D	D					A	
WEAPONS DISCHARGE BY OFFICER	A		A	A	A	D			A	A	A	
PRISONER ESCAPE	A		A	A	A	A			D	A	A	
MAJOR CASE ACTIVATION	A		A	D	A	D			A	A	A	
SERIOUS SEX CRIME	A		A	A	A	A			A	A	A	
MAJOR NEWS ITEM	A	A	A	A	A	A					A	
BUILDING / EQUIPMENT PROBLEMS	D	D	A	D		D					A	
EMPLOYEE / FAMILY DEATH	A		A	A	A	A					A	D
HOSTAGE BARRICADE INCIDENT	A		A	A	A	A			A	A	A	
MASS CASUALTY INCIDENT	A		A	A	A	A			A	A	A	

* Line of Duty Death

A=Always D=On Duty

III. GENERAL

A. Guidelines for the recognition of persons suffering from mental illness:

Many persons with mental illness are able to control symptoms by the use of prescription medication. For those who either do not have access to medication or fail to take medication, there are many identifiable factors that may help an officer to identify someone with a mental illness or someone in crisis.

1. Verbal Cues (may include):

- a. Illogical thoughts such as expressing a combination of unrelated or abstract topics, thoughts of being or speaking to "God" or having the government or other people watching them.
- b Unusual speech patterns including nonsensical speech, frequent repetition of words or extremely slow speech.
- c. Verbal hostility or excitement often evidenced by overly loud or belligerent speech or threatening speech.

2. Behavioral Cues (may include):

- a. Physical appearance consistent with inappropriate attire for the weather or strange clothing or makeup, taking into account current trends.
- b. Body Movements which include strange mannerisms, lethargic movements or possibly repetitious ritualistic movements.
- c. Seeing or hearing things and voices that are not there.
- d. Total confusion.
- e. Causing self injury
- f. Overreactions to emotional stimulus, crying or wide mood swings.

3. Environmental Cues (may include):

- a. Decorations such as aluminum foil covering windows.
- b. Large accumulations of waste and trash in their residence or vehicle.

B. Resources available for officers to use in referring the mentally ill for appropriate treatment

1. If, in an officer's judgment, an emergency does not exist but a citizen could benefit from the services provided by mental health professionals, the officer should apprise the citizen, or family member, of the services available from BHR, BJC Behavioral Health and provide them with the appropriate hotline numbers. The officer may

initiate the contact with our assigned Community Mental Health Liaison from the scene when appropriate.

2. If an emergency situation exists, the officer shall contact EMS services and a CIT officer if available.

C. Guidelines for dealing with persons suffering from mental illness

Whether dealing with a person who is a victim, suspect or citizen it is important to recognize those persons with a mental illness and address their special needs.

1. First and foremost, the safety of officers, citizens, and suspects comes first in all situations. An officer must always practice good officer safety techniques regardless of the circumstances surrounding the contact.
2. When making contact with a person that the officer identifies as being someone with a mental illness, care and compassion should be of concern to the officer. Speaking slowly and clearly and making attempts to ensure communication is had between the officer and the subject is very important.
3. Keep in mind that officer presence when dealing with someone who has a mental illness often excites the person you are dealing with. Attempt to calm the person by speaking a low non-threatening manner.
4. If possible, request assistance from the mentally ill person's physician or a family member who can calm the person or offer insight into their condition.
5. If necessary, request an ambulance for transportation to a medical/mental facility.

The Department's Crisis Intervention Team (CIT) shall be composed of specially trained officers whose function is to respond to incidents which involve a mental health crisis where the officer's specialized skills may be used to successfully conclude such an incident, and to provide future assistance as may be necessary. The long-range objectives of the program shall be to identify individuals suffering from extended bouts of mental health problems and to initiate measures to reduce the frequency of police contacts. Information will be channeled back to the field to promote increased safety for both police personnel and the population at large.

NOTE: The policies contained in this order shall not supersede the guidelines promulgated in general orders involving the "Use of Force" or the notification process required to request assistance from specialized units (e.g. TACT, hostage negotiations, etc.).

IV. SELECTION OF CIT OFFICERS

- A. Members of the Crisis Intervention Team (CIT) will preferably be volunteers with at least one year police experience with the Ballwin Police Department, and who possess the following traits:
 1. Good Communication skills.
 2. Active listening skills.

3. Ability to work under pressure.
 4. Ability to maintain a positive attitude under stressful situations.
 5. Ability to absorb verbal abuse without negative response.
 6. Ability in exercising good judgment and decision making.
- B. Team members will be appointed following review by the appropriate shift supervisor and the CIT coordinator. However, the Chief of Police and Command staff shall possess full authority to reject a specific volunteer if, in their belief, the Department would be better served by an alternate candidate.
- C. The CIT Program Coordinator will be designated by the Chief of Police.

V. OPERATIONS PROCEDURES

A. Dispatch Procedures

1. When communications personnel receives a report of a situation known to involve a mental health crisis, the dispatcher will immediately dispatch two officers to the incident.
2. The assist officer position shall be filled by a CIT officer whenever possible. Upon the officer's arrival at the scene, a supervisor and/or additional assist units may be dispatched contingent upon initial reports from the first responders.
3. If Communications receives a report of a situation that is not immediately recognized as a mental health crisis, once the first arriving officer determines that a CIT officer is needed, their presence will be requested at the scene.
4. Dispatch will document CIT calls in accordance with established procedures. CIT assignment criteria shall be as follows:
 - a. Attempt suicide calls
 - b. Disturbance calls involving an individual known or suspected to suffer from mental illness or disability.
 - c. Assault calls involving an individual known or suspected to suffer from mental illness or disability.
 - d. Voluntary and involuntary commitment calls where a police presence is required.
 - e. Check the welfare calls involving an individual or family member where mental illness is known to be present in the household.
 - f. An incident where an individual, known or suspected of suffering from mental illness or disability, is reported to be making threats against themselves or others.
 - g. OBS calls of an undefined nature.

B. Control of Incident Scene

1. An officer who responds to an incident where a CIT officer was not dispatched, and determines the call involves a mentally ill or disturbed individual, shall request a CIT officer to assist at the scene. Upon the CIT officer's arrival, he/she shall assume control of the scene, contingent upon the above guidelines.

2. In those cases where a supervisor or commander is present at the scene, the ranking officer shall have primary control over the scene. The specialized skills of the CIT officer will be utilized to successfully conclude the incident.

C. Responsibilities of CIT Officer

1. Upon arrival at the scene of a mental health crisis, the CIT officer will determine the circumstances and be responsible for the initiation of the appropriate response.
2. Should the CIT officer determine that the individual involved poses a threat to himself or others, the CIT officer shall be responsible to arrange for transportation to a treatment facility.
3. Upon arrival at a treatment facility, the CIT officer will arrange admission and complete any affidavits that may be required. This may include affidavits required by either the individual's family members or the CIT officer.
4. If the individual is not a danger to himself or others and therefore will not be taken into protective custody or taken into custody for a crime committed, the CIT officer will be responsible for notifications made to mental health professionals for further care of the individual (i.e., Community Mental Health Liaison-BJC Behavioral Health).
5. The CIT officer shall also notify Justice Services of any mental health concerns when an individual is lodged at the Justice Center for a crime.
6. The CIT officer will complete all appropriate CIT related reports and paperwork.
7. In all cases, CIT officers shall initiate periodic contact with the defendant's family, and provide such follow-up services as may be needed.
8. If it is determined that information concerning an individual should be entered into the CAD Alert File, this should be the primary responsibility of the CIT officer.

D. Responsibilities of CIT Coordinator

1. The CIT Coordinator will monitor the activities of the officers assigned to the CIT unit. This shall include, but not be limited to:
 - a. Ensuring that all CIT slots are appropriately filled.
 - b. Ensuring that members of the unit receive required training.
 - c. Ensuring that CIT officers complete the Crisis Intervention Team Report when applicable, and that each team member maintains a log of individual CIT incidents.
 - d. Making certain that CIT officers conduct necessary follow-up investigations on cases investigated.
 - e. Ensuring that CIT officers make warrant applications, as necessary.

- f. Overseeing the assignment of CIT officers to attend CIT Council Review Board meetings as requested.
 - g. Forwarding required reports and/or other information through the established chain of command.
 - h. Preparing an annual statistical report to be submitted to the Chief of Police.
 - i. Serving as liaison with mental health and justice services personnel.
2. In addition to the preceding, the CIT Coordinator shall be responsible to establish and maintain a central file containing all CIT reports. These shall be indexed by year and case number, and maintained in accordance with Missouri State Statutes governing records.
 3. The CIT Coordinator will review CIT files each month and produce an annual statistical report which shall be placed in the CIT central file. Other copies will be forwarded through the chain of command to the Commander of the Bureau of Field Operations, the CIT Council and the Chief of Police. The Coordinator will flag any specific issues that may require special attention.

E. Transportation Procedures.

Sworn personnel will transport individuals suffering from a mental health crisis in accordance with guidelines established in Department General Order 35-02 – Safe Handling of Prisoners.

F. Report Procedures

1. The officer initially assigned the call shall routinely be responsible for completing the original incident report regarding the assignment.
2. The CIT officer shall be responsible for the completion of a CIT report, and any and all forms associated with the admission of the individual into a treatment facility (if required). In order to track CIT incidents appropriately a computer generated CIT report should be prepared using the computerized entry form. Additionally, a CARE report should be prepared detailing a CIT call: this may be in the form of a supplement or an original report. CIT officers shall also have primary responsibility for any notifications made to mental health professionals. Should a warrant application be required, the CIT officer will be responsible to perform same, except in cases where the Division of Criminal Investigations has taken over the investigation.
3. In each case where an ordinance violation has been committed by an individual in a mental health crisis, warrant application will be made. Dependent upon the type of offense, the officer responsible for the warrant application will, contingent upon a presentation of the facts, request the prosecuting attorney consider the diversion of the suspect into a treatment or alternate mental health program. The use of the Mental Health Court diverts those persons from the normal court procedures and places them into a special court designed to handle cases dealing with a person in crisis.

An example may be a larceny in which a person in crisis steals due to a mental disorder, not for the monetary gain. These cases should be referred to the Ballwin Municipal Prosecutor for review and approval/authorization to have the case transferred to the St. Louis County Mental Health Court. These reports should be forwarded to the prosecutor in the same manner as other cases referred to Municipal Court.

4. In those instances, where a CIT officer is unavailable during a mental health crisis assignment, responding officers will be responsible for completing the original incident report, the CIT report, and provide any immediate assistance available to the individual involved. The responding officer will notify their supervisor of the incident, who will ensure that the appropriate CIT officer is apprised of the event at the earliest possible time. The CIT officer will then assume responsibility for the incident and make such contacts, and complete those supplemental reports that may be required. The CIT officer will also be responsible for warrant application, if any.

VI. IN-CUSTODY DIVERSION

- A. Attempts shall be made to divert individuals believed to suffer from mental illness, and who are taken into custody for a minor ordinance or misdemeanor offense away from the criminal justice system in favor of placement with a treatment or mental health program. Should an individual be involved in a more serious offense where the defendant presents a threat to their own or others physical well-being, department personnel shall record a written warning on the booking sheet to criminal justice or mental health personnel who may come into contact with the individual.
- B. Upon delivery of the individual to the justice center, another law enforcement agency or a mental health facility, the officers shall also verbally warn the receiving staff of the potential threat.

VII. TRAINING IN DEALING WITH THE MENTALLY ILL

- A. All Department members will have received training via the Police Academy in dealing with persons with mental illness. Additionally, specific information in dealing with the mentally ill will be provided for and documented during the officer's field training.
- B. Refresher training will be conducted annually; this training can take the form of roll-call training, in-service legal updates, or other training as offered by the Department Training Coordinator.

BY ORDER OF:


Steven Schicker, Chief of Police

12/23/14
Date

GENERAL ORDER 57-01
CRISIS INTERVENTION TEAM
PAGE 8

ATTESTED BY: Robert Kuntz 12/31/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

in the best interest of the Department or public to release in an immediate or timely manner;

- D. Investigative Supervisors are encouraged to use the service when a crime pattern, trend, or other emergent matter presents;
- E. In a multi-jurisdictional investigation, the lead investigative agency is responsible for providing or coordinating the release of public information on Nixle. The PIO or designee for the lead agency shall share that information with all involved agencies in advance of public dissemination; and,
- F. Any news release having more than an individual unit focus or quoting the Chief of Police, requires prior approval from the PIO.

IV. USE OF NIXLE:

When authorized/directed to send a message via Nixle you will access the agency web page at <https://agency.nixle.com> and logon using your agency email address and Nixle password. On the left side of the page you will see a Control Panel and from that panel you may choose to add a message. Clicking on this link will allow you to choose from one of four message types: Alert, Advisory, Community, and Traffic. The following describes each of type of message:

A. Alert

- 1. Intended for “urgent must know” and time sensitive information, including:
 - a. Missing persons alerts;
 - b. Major building or area evacuations;
 - c. Imminent life threatening weather; and
 - d. Shooting just occurred and suspect is not in custody.
- 2. Alert information is sent to every user registered in the City of Ballwin or defined geographic area and users cannot opt out of receiving these messages; therefore, Alert messages must be sent prudently.
- 3. Posting authority: Due to the emergent nature of Alerts, they should only be posted with the approval of the Watch Commander (or higher rank) or PIO.

B. Advisory

- 1. Intended for less urgent, need-to-know information, both time-sensitive and non-time-sensitive messages, including:
 - a. Pattern of car break-ins, residential burglaries or robberies;
 - b. Report of stranger trying to lure children;
 - c. Severe weather warnings, shelters, and evacuation routes;
 - d. Increased terror warnings;
 - e. Pandemic or health related information; and,
 - f. Suspicious activity.
 - g. Traffic advisories, road closures, other issues affecting travel.

2. Posting Authority: Advisory notifications will be made by the PIO or their designee in order to ensure relevant and valuable information is released to the community.

C. Community

1. Non-time-sensitive messages, news, and information including:
 - a. Announcement of police community events;
 - b. Neighborhood Watch meetings; and,
 - c. General proactive announcements.
2. Posting Authority: General community-level notifications will be made by the PIO or their designee in order to ensure relevant and valuable information that brings credit to the Department.

D. Upon clicking on the appropriate message type, Nixle is able to assist with the message by offering templates for information to include in the notification.

E. The following should be considered when posting a Nixle message:

1. Accuracy of the information you are distributing;
2. Keep the message short;
3. Provide a summary of the problem/trend/pattern;
4. Limit radius of notification postings to the area that is meaningfully impacted;
5. Always remind subscribers to report suspicious activity;
6. Specify location by nearest cross street;
7. Before a Nixle notification is sent (excluding field-based traffic) it must be peer reviewed for content and clarity;
8. Include in the bottom of the notification the contact information of the supervisor or PIO authorizing the message; and,
9. A notification that is of an emergency nature (missing, endangered child/adult or major public safety issue) must include notification of the chain of command (see General Order 56-01).

V. INFORMATION RELEASE GUIDELINES:

The release of information is subject to restrictions placed by applicable local, state, and federal laws. No member of this Department shall release any information that would hamper the successful conclusion of an investigation or jeopardize the safety of affected persons.

A. Agency personnel may release the following information on crime/criminal activity:

1. Basic information about a crime or incident;
2. Basic description of suspects;
3. Basic description of weapons and vehicles used; and,
4. Basic description of stolen items.

B. Agency personnel shall not release the following information:

1. Names, addresses, and any other information that would identify the victim of a sex offense, child abuse, or any other crime where the privacy of the victim is protected;
2. Names, addresses, and basic information about juvenile's taken into custody;
3. Active criminal investigative information, active criminal intelligence information, and surveillance techniques;
4. Names of informants and information provided by them;
5. Grand jury testimony and proceedings;
6. Active internal affairs investigations;
7. Names of witnesses;
8. The identity of critically injured or deceased person(s) prior to notification of next-of-kin;
9. Home addresses, telephone numbers, and family information of law enforcement personnel; and,
10. Any other information prohibited by state law from public disclosure.

C. Preventing unauthorized release of Law Enforcement Sensitive (LES) and Sensitive but Unclassified (SBU) information / material to the public is prohibited.

1. All LES/SBU information requires accountability and approval for release. Release of SBU information to unauthorized personnel is prohibited. Unauthorized release of sensitive information may result in prosecution and/or disciplinary action.
2. LES information is defined as unclassified information of a sensitive and proprietary nature that if disclosed could cause harm to law enforcement activities by jeopardizing investigations, compromising operations, or causing life-threatening situations for confidential informants, witnesses, or law enforcement personnel. These categories are designated as law enforcement sensitive:
 - a. Informant and witness information;
 - b. Grand Jury information;
 - c. Law enforcement sources and undercover operations;
 - d. Law enforcement intelligence sources and methods; and,
 - e. Federal law enforcement agency activities;
3. Sensitive but Unclassified information is defined as "unclassified information of a sensitive nature, not otherwise categorized by statute or regulation, the unauthorized disclosure of which could adversely impact a person's privacy or welfare, the conduct of Federal programs, or other programs or operations essential to the national interest.

VI. NIXLE SUPPORT

The Nixle Secure Desk is available to agency personnel 24 hours a day / 7 days a week. The Nixle Secure Desk can assist you with technical support, non-technical support, general inquires and informational requests. You may also schedule time with a Nixle Secure Desk representative for effective communications training and remote call-in publishing training. To reach the Nixle Secure Desk, call 1-877-NIXLE-SD or e-mail securedesk@nixle.com.

- c. such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Note: These prohibitions include any indirect communication by email, voice mail, bulletin boards, newsletters, telephones, third parties or otherwise.

B. Employee's Responsibilities

1. Employees encountering harassment should tell the person that their actions are unwelcome, offensive and must stop, although such action is not mandatory. Documentation of the incident is recommended.
2. Any employee who has been harassed should report the incident(s) to their immediate supervisor, or any other supervisor as soon as possible to prevent further harassment and to expedite an appropriate investigation. If an employee does not feel comfortable reporting an incident to their immediate supervisor or another supervisor in their chain of command, they may deviate from the chain of command and report it to any rank up to and including the Chief of Police, Human Resource Coordinator or City Administrator.
3. Upon completion of the investigation, all cases of harassment shall be forwarded to the Chief of Police for review.
4. Any investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Upon completion of the investigation, to the extent appropriate, the person filing the complaint and the person alleged to have committed the conduct will be advised of the results of that investigation

C. Supervisor's Responsibilities

1. Each supervisor shall assume responsibility for preventing acts of harassment by:
 - a. advising their employees of what constitutes harassment and the procedures for reporting and resolving such problems;
 - b. monitoring the work unit for signs of harassment and taking appropriate steps to intervene and resolve the problem;
 - c. limiting the work contact between employees where there has been a complaint of harassment, pending investigation.
2. Each supervisor shall assist any employee within the Department that comes to them with a complaint of harassment.
3. Command and supervisory personnel at all levels shall not be permitted to date subordinates.

D. Harassment Investigations

1. Based on the nature of the complaint, the Chief of Police shall assign a member of Command Staff or the supervisory personnel from the Division of Criminal Investigations to investigate complaints alleging workplace harassment brought to their attention.
 2. A file of harassment complaints shall be maintained in a secure location by the Commander of the Bureau of Administration and Operational Support. The Chief of Police shall be provided with an annual summary of these complaints.
 3. If a complaint alleging workplace harassment is determined to be sustained, then the employee committing the harassment will be subject to disciplinary action and remedial training based on the nature and severity of the harassment and pursuant to current progressive discipline guidelines.
- E. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.
1. If an investigation reveals that any form of harassment, discrimination or retaliatory behavior has occurred, the harasser may also be held individually legally liable for his or her actions under State or Federal anti-discrimination laws or in separate legal actions. The City of Ballwin will cooperate with legal authorities in criminal matters.

BY ORDER OF: Chief Steven Schicker 1/29/15
Steven Schicker, Chief of Police Date

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

cc: City Attorney

MPCCF REFERENCE

III. PROCEDURES

- A. The Commanding Officer of the Administration Division shall be responsible for compiling Department generated reports and records for the following targeted incidents:
1. Allegations of Misconduct Reports – both internal and citizen complaints.
 2. Use of Force Reports.
 3. Pursuits Reports.
 4. Traffic Accident Reports involving Department vehicles.
 5. Assault on Police Officer reports.
- B. On an annual basis, the Commanding Officer of the Administration Division shall generate a report examining the collected data and information for the most recent 12-month period for instances of employees' involvement in the above incidents. These annual reports will result in the Commanding Officer of the Division of Administration sending a Personnel Early Warning Notice to the respective Division Commander and supervisors of employees that have exceeded the norm of current patterns of Department personnel in the same or similar assignments.
- C. Upon receipt of a Personnel Early Warning Notice, the employee's immediate supervisor shall review the notice and all documentation relating to the employee's total performance. The immediate supervisor may also meet with the employee to discuss the contents of the notice.
- D. The immediate supervisor, Division Commander and the employee shall meet to discuss the report and other relevant information. The employee shall be informed of the purpose of the meeting and that the meeting is facilitative and non-disciplinary in nature. The meeting shall determine if corrective actions are needed. These actions may include, but are not limited to the following:
1. No additional action.
 2. Informal counseling and monitoring by the immediate supervisor.
 3. Remedial or additional training.
 4. Referral to Counseling or Medical Examination.
- E. A memorandum indicating the action recommendations and justification for those recommendations shall be forwarded through the chain of command to the employee's respective commanding officer for approval. Upon final approval, the memorandum shall be forwarded to the Commanding Officer of the Administration Division.

GENERAL ORDER 62-01
PERSONNEL EARLY WARNING SYSTEM
PAGE 3

- F. The Commanding Officer of the Administration Division will submit to the Chief of Police an annual review and evaluation of the Personnel Early Warning System. The report shall detail the number of instances where Department intervention in regard to problem employees was required and an evaluation of the system's effectiveness. Should revisions in the system be needed to make it more effective, they shall be documented and forwarded to the Chief of Police for staff discussion.

BY ORDER OF:


Kevin Scott, Interim Chief of Police

2-10-16

Date

MPCCF REFERENCE

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 62-01

DATE: APRIL 4, 2016 CANCELS:
TO: ALL PERSONNEL INDEX AS: PERSONAL RIFLE PROGRAM
SUBJECT: PURCHASE AND USE OF PERSONAL RIFLES

I. PURPOSE

The purpose of this general order is to establish guidelines for the use of the Ballwin Police Department's Personal Rifle Program.

The Department currently authorizes the use of the Patrol Rifles in 5.56 mm / .223 caliber. The Chief of Police has authorized the personal purchase of rifles by current commissioned officers of the Ballwin Police Department for use in supplementing the rifle program. These rifles may only be purchased and used departmentally as outlined below.

II. PROCEDURE

The Ballwin Personal Patrol Rifle Program is intended to allow officers to privately purchase rifles for patrol use. To ensure consistency in application of deployment the following guidelines shall be adhered to when purchasing and using a personally owned rifle for department use.

- A. Any officer requesting to use a personally owned rifle, on duty, must submit a memorandum requesting approval to carry the weapon, including the weapon's description and serial number.
- B. The memorandum shall be forwarded from the officer's immediate supervisor through the Chain of Command and must be approved by Department's Firearms Coordinator.
- C. The rifle shall be inspected and approved by the Department Firearms Coordinator, or their designee, prior to training or deployment. The rifle shall have the following qualities.
 1. The rifle must be a commercially manufactured gas-operated or piston driven, semi-automatic AR-15.
 2. The rifle barrel must have a total length of 16 to 20 inches including the flash hider / compensator.
 3. The rifle must be designated with NATO specifications for 5.56 mm / .223 Chamber. The .223 Wylde chamber is an acceptable chamber.
 4. The rifle and accessories shall be black in color.
 5. The rifle must have a dust cover and a forward assist.
 6. The rifle may have a collapsible stock.
 7. The rifle must be equipped with a sling. A single point sling comparable to the Department issued sling is preferred.

GENERAL ORDER
PERSONAL RIFLE PROGRAM
PAGE 2

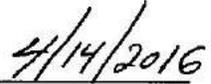
8. The rifle must have a light mounted on the weapon. Any quality light system designed to be mounted on a carbine is approved as long as it is not activated by pressing a trigger. The light may be mounted to the front sight base or a length of rail on the handguard.
 9. The rifle must have fixed or flip-up mechanical sights.
 10. The rifle may have an EoTech, Trijicon or Aimpoint 1x optical sight. The sights should be designed for military/law enforcement use that can be co-witnessed and allow the use of the iron sights without removing the optic.
 11. The rifle may have rails on the handguard. Either free float or handguard replacement rails are approved as long as they are military/ law enforcement grade items. Plastic/nylon rails or rails that will not withstand field use are not allowed. Rail systems must be black. Ladders and rail covers must be black.
 12. Vertical grips that allow the officer to more easily maneuver the weapon or operate a weapon mounted light are approved as long as they are of military/ law enforcement quality. Vertical grips must be black. The vertical grip must be positioned on the handguard to allow the rifle to be secured in the patrol vehicle rack.
 13. The officer must have at least three magazines for the weapon, each with a minimum twenty (20) round capacity.
 14. The spare magazines should be kept in magazine pouches. Magazine pouches should allow the officer to retrieve magazines with the non-shooting hand and allow rapid deployment either by the use of a shoulder strap, vest or with a fast attach extender mounted to the duty belt. The magazine pouch should hold a minimum of two (2) magazines. Magazine Pouches must be black.
 15. The rifle must be kept in a carrying case while being transported between the station and the patrol vehicle. Any soft or hard carrying case designed specifically to carry a patrol rifle is approved. The carrying case must be able to allow the Carbine to be closed with a twenty (20) round magazine.
 16. All accessories and support equipment for the rifle are subject to Department inspection and approval. Any modifications after the initial inspection must be approved by the Department Firearms Coordinator or their designee.
- D. All rifles shall be loaded and carried with only Department issued 5.56 mm/.223 ammunition.
- E. Officers must successfully complete a Sixteen (16) hour basic patrol rifle operator training class prior to deploying the rifle.
- F. Personally owned rifles will be inspected bi-annually and recorded on the inspection log sheet along with departmentally issued rifles.
- G. All Department regulations and rifle deployment guidelines shall be strictly adhered to and enforced.
- H. Officers are responsible for all expenses associated with the rifle except for Department issued practice and duty ammunition and basic rifle cleaning supplies.

GENERAL ORDER
PERSONAL RIFLE PROGRAM
PAGE 3

- I. A personally owned rifle used in a deadly force incident will be surrendered to a command level officer of the Ballwin Police Department or the primary investigating agency.
- J. The Department strongly encourages that all personally owned rifles be securely stored and maintained at the Department when the officer is off duty; however, owners choosing to take the rifle home must provide a secure, locked, storage facility at their own expense.
- K. The Chief of Police has the authority to remove any officer from the Personal Rifle Program at any time.

BY ORDER OF:


Kevin Scott, Chief of Police


Date