CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-01

DATE: DECEMBER 29, 2014 CANCELS:

TO ALL PERSONNEL INDEX AS: CODE OF CONDUCT - ON & OFF DUTY ALL PERSONNEL

SUBJECT: RULES OF CONDUCT

I. PURPOSE

The purpose of this General Order is to establish general guidelines as to what is and is not acceptable conduct by officers and civilian employees on and off duty.

II. POLICY

The Ballwin Police Department expects and requires that an employee's conduct, appearance, and demeanor always reflect a professional attitude and that an equal enforcement of the law be applied toward all citizens. A professional attitude dictates an impartial analysis of issues, free of personal bias with a commitment to the organization and the community.

III. PROCEDURES

Public confidence and trust placed upon members of the police department require standards of conduct higher than those of other professions. The Rules and Regulations Policy Manual (BPD #17) sets specific requirements or specific limits on behavior. The manual also contains policy statements that guide the actions of personnel in situations which require them to exercise discretionary judgment.

BY ORDER OF: Chief Steven Schicker 12/30/14
Steven Schicker, Chief of Police Date

APPROVED BY: Robert Kuntz 1/6/15
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

6.3, 6.4, 16.1, 16.2, 16.3

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-01A

EFFECTIVE: APRIL 20, 2015 CANCELS: GO 16-01A (Approved 02/05/2015)

TO: ALL PERSONNEL INDEX AS: PROHIBITED CONDUCT

SUBJECT: PERFORMANCE OF DUTIES & PROHIBITED CONDUCT

I. PURPOSE

The purpose of this General Order is to establish general guidelines as to what are and are not acceptable activities by officers and civilian employees in the performance of their duties and to establish specific types of conduct that are prohibited. Additional guidelines beyond those listed in this policy may be found in the City's Personnel Manual under the section on Employee Conduct and Safety.

II. POLICY

A. COMPETENCY

Department employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. They shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the officer's rank, grade or position; the failure to take appropriate action on the occasion of a crime, disorder or other condition deserving police attention; or absence without leave.

B. COURTESY

Department employees shall be courteous to the public. They shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation. In the performance of their duties, Department employees shall not use coarse, violent, profane or insolent language or gesture, and shall not express any prejudice concerning race, religion, politics, natural origin, lifestyle or similar personal characteristics. When any person requests for assistance or advice, or makes complaints or reports, either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will be properly and judiciously acted upon consistent with established Departmental procedures.

C. FITNESS FOR DUTY

Department employees shall report for duty at the time and place required by assignment or orders and shall be physically and mentally fit to perform their duties. They shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties. Judicial subpoenas shall

constitute an order to report for duty under this Section.

D. NEGLECT OF DUTY

Department employees shall not read, play games, watch television or movies, or otherwise engage in entertainment while on duty, except as may be required in the performance of duty. They shall not engage in any activities or personal business which would cause them to neglect or be inattentive to duty.

E. UNBECOMING CONDUCT

Department employees shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorably on the Department. Conduct unbecoming an officer shall include that which brings the Department into disrepute or reflects discredit upon the employee as a member of the Department, or that which impairs the operation or efficiency of the Department or Officer

F. FICTITIOUS ILLNESS OR INJURY REPORTS

Department employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Department as to the condition of their health.

G. SLEEPING ON DUTY

Department employees shall remain awake while on duty. If unable to do so, they shall so report to their superior officer, who shall determine the proper course of action.

H. LEAVING DUTY POST

Department employees shall not leave their assigned duty posts during a tour of duty except when authorized by proper authority.

I. ALCOHOLIC BEVERAGES AND DRUGS IN POLICE INSTALLATIONS

Department employees shall not store in any police facility or vehicle alcoholic beverages. Department employees shall not store or bring into any police facility or vehicle controlled substances, narcotics or hallucinogens except those which are seized as evidence.

J. POSSESSION AND USE OF DRUGS

Department employees shall not possess or use any controlled substances, narcotics or hallucinogens except when prescribed in the treatment of officers by a physician or dentist. When controlled substances, narcotics or hallucinogens are prescribed, officers shall notify their superior officer.

K. USE OF ALCOHOL ON DUTY OR IN UNIFORM

1. Department employees shall not consume intoxicating beverages while in

uniform or on duty except in the performance of duty and while acting under proper and specific orders from a superior officer.

2. Department employees shall not appear for duty, or be on duty, while under the influence of intoxicants to any degree whatsoever, or with an odor of intoxicants on their breath.

L. USE OF TOBACCO

Department employees when in uniform, may use tobacco as long as; (1) they are not in a formation, (2) they do not have to leave their assignment or post for the sole purpose of doing so, and (3) they are not engaged in traffic direction and control. Officers must obtain permission to use tobacco from the public with whom they are in direct contact. Use of any tobacco product is prohibited in a Department vehicle and in City Buildings.

M. INSUBORDINATION

Department employees shall promptly obey any lawful orders of a superior officer. This will include orders relayed from a superior officer by an officer of the same or lesser rank. At no time will an officer be disobedient or disrespectful to a superior officer. Nor will they demonstrate a lack of support for direction from a supervisor and or the organization.

N. GIFTS, GRATUITIES, BRIBES OR REWARD

Department employees shall not solicit or accept from any person, business or organization, any gift (including money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment) for the benefit of the employee or the Department, if it may reasonably be inferred that the person, business or organization:

1. Seeks to influence action of an official nature or seeks to affect the performance or non-performance of an official duty, or
2. Has an interest which may be substantially affected directly or indirectly by the performance or non-performance of an official duty.

O. ABUSE OF POSITION

1. Use of Official Position or Identification - Department employees shall not use their official position, official identification cards or badges: a) for personal or financial gain, b) for obtaining privileges not otherwise available to them except in the performance of duty, or c) for avoiding consequences of illegal acts. Department employees shall not lend to another person their identification cards or badges, or permit them to be photographed or reproduced without the approval of the Chief of Police.
2. Use of Name, Photograph or Title - Department employees shall not authorize the use of their names, photographs or official titles which identify them as officers, in connection with testimonials, endorsements or advertisements of any commodity or commercial enterprise or political cause without the approval of the Chief of Police.

P. POLITICAL ACTIVITY

Paid employees may not be involved with political activities either in favor of or against any candidate, incumbent, issue or political party, during working hours. An employee may not use City property, time or other personnel on behalf of a political party, candidate, or issue.

Q. LABOR ACTIVITY

1. Department employees shall have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.
2. Department employees shall not engage in any strike. "Strike" includes the concerted failure to report for duty, willful absence from one's position, unauthorized holidays, sickness unsubstantiated by a physician's statement, the stoppage of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purposes in inducing, influencing or coercing a change in conditions compensation, rights, privileges or obligations of employment.

R. ABUSE OF PROCESS

Department employees shall not make false accusations of a criminal or traffic charge.

S. USE OF DEPARTMENT EQUIPMENT

Department employees shall utilize Department equipment only for its intended purpose, in accordance with established Departmental procedures, and shall not abuse, damage or lose Department equipment. All Department equipment issued to employees shall be maintained in proper order.

BY ORDER OF: Steven Schicker 4/27/15
Steven Schicker, Chief of Police — Date

ATTESTED BY: Robert Kuntz 5/11/15
Robert Kuntz, City Administrator — Date

cc: City Attorney

MPCCF REFERENCE

16.1, 16.2

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-02

EFFECTIVE: MARCH 20, 2014 CANCELS: GENERAL ORDER 69-10

TO: ALL PERSONNEL INDEX AS: ARREST AUTHORITY
MULTI-JURISDICTIONAL
OFF DUTY ARRESTS

SUBJECT: OFF DUTY AND MULTI-JURISDICTIONAL ARREST AUTHORITY

I. PURPOSE

The purpose of this policy is to outline arrest powers of commissioned Ballwin Police Department off duty employees who are within the City of Ballwin, or outside of the city (on or off duty) and observe a State law violation.

II. DEFINITION

A. Personally Involved: Where the off-duty officer, a family member, or a friend becomes engaged in a dispute or incident with the person to be arrested or any other person connected with the incident. This does not apply to situations where the police officer is a victim of a crime.

B. Emergency situation: Any situation in which the Peace Officer has a reasonable belief that a crime is about to be committed, is being committed, or has been committed involving an injury or threat of injury to any person, property or governmental interest and his response is reasonably necessary to prevent or end such emergency situation or mitigate the likelihood of injury involved in such emergency situation. The determination of the existence of any such emergency situation shall be in the discretion of the officer making the response.

III. GENERAL

A. Officers have the authority to make arrests for felony and misdemeanor violations of State Statutes (not city ordinance violations) in the following first class counties: Clay, Jackson, Buchanan, Boone, Greene, Franklin, Jasper, Jefferson, Platte, St. Charles, St. Louis and in the City of St. Louis.

B. The City of Ballwin maintains liability protection for police officers performing their official duties, provided there is no willful act to cause injury or damage, and the officer acted in a manner which the officer knew, or reasonably should have known, was not in conflict with department policy.

IV. PROCEDURE

A. Notification: Except in emergency situations, officers are required to notify the local jurisdiction of a planned arrest in sufficient time for local officers to be present at the arrest. In emergency situations, the local jurisdiction should be notified as soon as possible after the arrest.

B. On-Duty Arrests Without Warrant. Arrests should only be made when:

1. There is an immediate need for the prevention of a crime, protection of persons or apprehension of a suspect; and

2. The officer has probable cause to arrest; and

3. The arresting officer is in possession of his badge, police identification card, and weapon.

C. Warrant Arrests. The arresting officer shall notify the local jurisdiction in advance of the arrest attempt, and determine if they wish to be present.

D. Search Warrants. The on scene commander shall notify the local police jurisdiction of the search warrant. Notification should be made in sufficient time for an officer of the jurisdiction to respond and be present during search warrant execution.

E. Off Duty Arrests.

1. Policy. Off-duty officers are often faced with situations involving criminal conduct that they are neither equipped nor prepared to handle in the same manner as if they were on duty. This may lead to unnecessary injuries to off-duty officers, and confusion for those on-duty officers arriving at the scene trying to correctly assess the facts. In order to promote safety and the most efficient operations, it is the policy of this police department to determine and regulate those situations and locations within which an officer is permitted to make an arrest while off-duty.

Except for conducting approved police related secondary employment, officers who affect an arrest off duty shall prepare a memorandum outlining the circumstances surrounding the arrest and forward that memo to the Office of the Chief of Police through the chain of command.

2. Off-Duty Responsibilities:

a. While off-duty, it is the responsibility of the officer to immediately report any suspected or observed criminal activities to local on-duty officers.

b. Except as allowed by this policy, off-duty officers should not make arrests for minor offenses. Local on-duty personnel shall be contacted to respond to the situation where an off-duty officer becomes aware of such violations.

c. Where an arrest is necessary, the off-duty arresting officer shall abide by all departmental policies and procedures.

d. Officers, in their personal vehicles, shall not stop or attempt to stop other vehicles.

3. Permitted Off-Duty Arrests: When off-duty, a police officer may make an arrest only when:

a. The arresting officer is not personally involved in the incident underlying the arrest unless there is threat to him/her; and

b. There is an immediate need for the prevention of a crime or apprehension of a suspect; and

c. The crime would normally require a full custodial arrest; and

d. The arresting officer is in possession of proper police identification and firearm.

4. Prohibited Off-Duty Arrests: Officers may not make an arrest off-duty when:

a. The arresting officer is personally involved in the incident underlying the arrest unless faced with immediate personal danger; or

b. Engaged in secondary employment of a non-police nature and the officer's actions are only in furtherance of the interests of the private employer.

c. When the arrest is made solely as enforcement of a minor traffic regulation. Despite the fact that a police officer has police powers and responsibilities 24 hours a day throughout this jurisdiction, the off-duty officer should not enforce minor traffic regulations.

d. Reserve Officers: Reserve officers (part-time or unpaid officers) typically do not possess the extensive amount of training and/or experience as full-time officers; therefore, the arrest powers in Senate Bill 475 are not extended to them, regardless of their certification status by the Department of Public Safety.

V. BOOKING PROCEDURES

A. On Duty or Off-Duty Arrests: Prisoners arrested outside of the City of Ballwin should be booked at the law enforcement agency in whose jurisdiction the arrest occurred. Unless the arrest is made in direct reference to a City of Ballwin warrant or investigation of a crime occurring in the City of Ballwin and the jurisdiction where the arrest is made does not wish to book the prisoner prior to releasing him to a Ballwin officer.

If the arrest is for an offense that occurred in another jurisdiction the booking should be for the appropriate state charge. If the law enforcement agency with jurisdiction declines to allow the booking of a prisoner, the arresting officer may, with the approval of the on duty Ballwin Watch Commander, book the prisoner at this agency if the location of arrest is within St. Louis County. If this option is denied, the officer should release the prisoner and seek a warrant through the appropriate prosecuting attorney's office.

B. Conveyance Of Prisoners: Officers should not use their private vehicles for conveying prisoners unless exigent circumstances exist that prevent the officer from seeking local police response from or near the location of arrest.

VI. WARRANT APPLICATION

A. On Or Off -Duty Arrests: Warrants should be applied for at the offices of the prosecuting attorney of the County in which the offense occurred.

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

APPROVED BY: Robert Kuntz 4/8/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE
16.2, 21.1

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-03

EFFECTIVE:	AUGUST 14, 2017	UPDATED:	FEBRUARY 8, 2018
TO:	ALL PERSONNEL	INDEX AS:	UNIFORMS EQUIPMENT APPEARANCE
SUBJECT:	POLICE AND COMMUNICATIONS OFFICER APPEARANCE		

I. PURPOSE

The purpose of this policy is to set forth provisions and Department policies relating to uniforms and appearance of police officers, reserve police officers and communications officers.

II. POLICY

To enhance public recognition of the Ballwin Police Department and to maintain a professional appearance through uniformity in dress, thereby enhancing the pride, public image and effectiveness of the Department.

III. POLICE AND RESERVE POLICE OFFICERS

A. Personal Appearance for Police and Reserve Police Officers

1. Male Police and Reserve Police Officers
   a. Hair. Hair must be clean, neat and combed. The hair, when combed, will not fall below the hatband on the forehead or over the shirt collar or shirt.
   b. Sideburns. Sideburns shall be neatly trimmed and shall not extend below the bottom of the earlobes, nor shall they extend outward into the normal beard area of the face. Side burns will end in a clean- horizontal line.
   c. Moustache. The face will be clean- except that a member may wear a neatly trimmed moustache. The moustache will not extend below the corners of the mouth (horizontally) and may not extend over the lip.
   d. Goatees. Shall be neatly trimmed and started while on extended days off or vacation.

2. Female Police and Reserve Police Officers

   Hair. Will be clean, well groomed and must appear of natural color if dyed. It will not be worn as to extend below the bottom of the collar. Longer hair is permitted if it is pinned or clipped in place, so that it does not interfere with the normal wear of authorized headgear.

3. Jewelry

   No police or reserve police officer will wear non-approved pendants, pins, medallions or similar jewelry attached to the uniform. Jewelry is restricted to two rings, watch or bracelet. A necklace may be worn if not visible with the normal wear of the uniform. Females may wear one pair of non-pendulous earrings on the earlobe. No jewelry may display or represent anything that a reasonable person would find offensive, such as depicting or supporting criminal behavior, drug usage, nudity, profanity, subversive groups, bigotry, etc.

4. Fingernails

Fingernails will be clean and neatly trimmed so that the length of the fingernail does not interfere with the officer's normal job performance. Females may wear fingernail polish that is conservative in nature such as clear, white or neutral base.

5. Tattoos and brands

Members shall not have visible tattoos or brands that a reasonable person would find excessive or offensive, such as tattoos or brands depicting or supporting criminal behavior, drug usage, nudity, profanity, subversive groups, bigotry, etc., or tattoos that cover more than a majority portion of the immediately visible leg, arm or hand. Members with tattoos falling under these categories will wear long sleeve shirts, a compression sleeve(s) and/or trousers at all times. Compression sleeves must be solid tan, black or navy in color, and free of designs, emblems etc. Members shall not have any tattoos, brands or decorative implants on the head, neck or hands. Certain tattoos, brands or decorative implants may be approved in advance, at the discretion of the Chief of Police.

B. Uniforms

Uniforms and articles will be worn only for official duties or functions. No officer will wear any article of the uniform in other than the prescribed manner, nor will they wear any article as part of the uniform unless that article has received prior approval of the Chief of Police. No officer will wear any visible article of clothing, insignia or other item which has not been authorized for wear with the uniform, nor will the design of any approved article be altered. Reserve officers will wear the uniform authorized for police officers.

1. Class A Uniform

Class A Uniform will consist of command jacket (if available), long sleeve uniform shirt, (white for Lieutenant and above) tie, trousers with no side pockets, shoes and appropriate leather and insignia.
Required:
Ceremonies/Functions
Upon order of the Chief of Police

2. Class B Uniform

The Class B Uniform will consist of long or short sleeve uniform shirt, mock turtleneck shirt with long sleeve shirt and white, navy blue or black crew neck t-shirt with short sleeve shirt, uniform trousers with or without side pockets, approved black leather footwear and appropriate leather and insignia. The ballistic vest will be worn under the uniform shirt or in an approved exterior carrier. A base layer uniform shirt may be worn under the exterior carrier. Side pocket shorts may be worn during the months of June, July and August.
Required:
When assigned to duties of a uniformed police officer.

3. Special Event Uniform

The Special Event Uniform will consist of a gray short sleeve collard sport shirt with an embroidered badge or the navy blue base layer uniform shirt, navy blue uniform shorts, black

low rise socks, black tennis shoes and optional baseball style cap with the Department shoulder patch. This uniform will be utilized at the officer's discretion when authorized by the Chief of Police.

4. Bicycle Uniform

The Bicycle Uniform will consist of navy blue bicycle shorts, collard sport shirt with an embroidered badge, black low rise socks, and bicycle shoes. During cold weather officers may wear the authorized nylon jacket and pants. This uniform will be utilized only when the officer will be conducting bicycle patrols during that workday or when authorized by the Chief of Police.

Required:

While on bicycle patrol

C. Clothing Descriptions

Hat: The uniform hat is optional wear, unless otherwise directed by the supervisor on duty or while attending official ceremonies.

Gloves: Gloves are optional wear. If worn, they shall be black or navy blue without trimming or fringe. Gloves are for winter use only with the exception of motorcycle and bicycle officers.

Scarves: Scarves are optional wear. If worn they shall be black or navy blue without trimming or fringe. Scarves are for winter use only.

Winter Hat: The issued "Trooper Hat" with fold down ear-flaps or black or navy blue stocking cap.

Footwear: Black plain leather or leather appearing material as approved by the Chief of Police.

Socks: Only black or navy blue socks are authorized.

T-shirts / mock turtle neck: Only white, navy blue or black crew neck t-shirts and navy mock turtle necks are authorized.

Ballistic Vest: Officers assigned to the Bureau of Field Operations will wear their vest at all times while on duty. Officers with other assignments, who do not wear their vests while on duty, will have them available for immediate use. Officers will wear their vest inside the uniform shirt or in an approved exterior carrier.

Care and condition of uniforms: Uniforms may become soiled or damaged in the performance of duty. When reporting for duty, the uniform shall be clean, pressed and in good condition. Shoes and any other leather items are to be shined and in good condition. Any accessories worn shall be clean and untarnished.

Clothing allowance: Uniforms are to be maintained with clothing allowance received. Uniforms and related equipment will be purchased by the Department on an as needed basis. In the event an officer expends his/her clothing allotment and is still in need of additional equipment, that officer shall purchase the needed item at his/her own expense.

D. Placement of insignia and accoutrements

1. Insignia

a. The breast badge shall be worn above the left breast pocket. When the uniform jacket is worn, a badge shall be attached to the jacket.

b. Shoulder patch shall be worn on the left and right sleeve of each shirt and jacket, ¾ inch below the shoulder seam.

c. Rank insignia

i. Sergeant chevrons are to be worn on each sleeve of the shirts, sweaters and jacket, directly below the shoulder patch.

ii. Lieutenants and above will wear white or navy shirts and traditional military rank insignia gold colored on each shirt collar and shoulders of jackets.

2. Accoutrements

a. Nametag shall be worn with the bottom edge of the nameplate centered on the top seam of the right shirt pocket or worn in the place provided on the jacket. Nametag borders for Sergeant and above are gold colored. All others are silver colored.

b. Service stars for the rank of Sergeant and above are gold colored; all others are silver colored. Service stars shall be centered directly over the nametag.

c. American Flag bar shall be worn centered directly above the service stars and name tag. The flag bar shall be worn as the top most accoutrement on the right shirt pocket.

d. Tie tack/clasp. Only Department issued or authorized tie tacks and clasps are permitted. Tie tack and clasp for the rank of Sergeant and above are gold colored. All others are silver colored.

e. Whistle and whistle chain. Whistles are to be placed in the right pocket. Whistle chain shall be attached to the right shoulder epaulet. Whistle and whistle chain for the rank of Sergeant and above shall be gold colored. All others shall be silver in color.

f. The breast badge and name tag shall be worn on the exterior vest carrier. The other accoutrements may be worn on the carrier.

3. Awards and Pins

1. Breast bars awarded to Department employees shall be worn by uniform personnel on the top seam of the left breast pocket and centered just below the breast badge.

2. Service medals shall only be worn for functions requiring a dress uniform.

3. Training / Qualification pins (DARE instructor, bicycle patrol, motorcycle wings, Crisis Intervention Team, etc.) shall be worn on the right breast pocket cover, centered between the top seam and button.

IV. COMMUNICATIONS OFFICERS

Communications Officers, as with all city employees, are expected to exercise discretion and good taste in the matter of dress. Cleanliness, hygiene and good grooming are expected of all personnel.

A. Business Hours

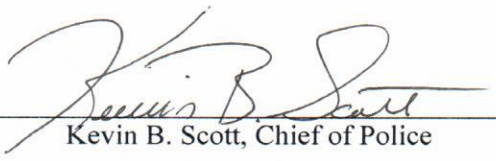
During business hours (Monday-Friday 0800-1700, excluding holidays) Communications Officers dress code will be business casual.

B. Non-Business Hours, Holidays and Weekends

During non-business hours, holidays and weekends, Communications Officers code of dress will be workplace casual.

C. Shoes

For reasons of safety, during all duty hours, work, dress or athletic shoes which fully enclose the entire foot will be worn. Heels must be 1" or less. No sandals, flip-flops or open toe/heel shoes are permitted.

BY ORDER OF:  2-8-18

Kevin B. Scott, Chief of Police — Date

MPCCF REFERENCE

16.3

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-03B

EFFECTIVE:	DECEMBER 08, 2015	CANCELS:	GO 16-03B (JAN. 08, 2015)
TO:	ALL PERSONNEL		
		INDEX AS:	UNIFORMS
SUBJECT:	UNIFORMS & EQUIPMENT		EQUIPMENT
			ATTIRE
			CLOTHING

I. PURPOSE

The purpose of this General Order is to establish uniform, equipment and Department issued property regulations for members of the City of Ballwin Police Department and Police Reserve.

II. GENERAL

All regular police officers shall receive an initial uniform issue of four (4) long sleeve and four (4) short sleeve shirts; four (4) pair of trousers, one (1) class A three (3) class B; one (1) uniform cap; one (1) fur winter hat; one (1) winter coat; one (1) sweater; one (1) reversible raincoat and hat cover; two (2) ties; two (2) mock-turtleneck shirts; two (2) dickies; one (1) pair shoes (plain toe, lace, black leather); one (1) whistle chain and whistle; two (2) breast and one (1) cap badge; two (2) name tag; one (1) tie tack; one (1) whistle and whistle chain; one (1) flag bar; one (1) leather duty belt; one (1) under-belt; one (1) pistol holster; one (1) Taser holster; one (1) mace holder and canister of mace; one (1) magazine pouch; one (1) handcuff case and set of handcuffs; one (1) ASP holder and ASP baton; one (1) glove pouch; all duty belt items are black basket weave; one (1) walkie-talkie radio, charger and carrying case; one (1) ballistic vest; one (1) set each of ear and eye protectors; one (1) semi-automatic pistol; one (1) gun lock; one (1) high visibility safety vest. (See GO 16-03 for further description.)

Police Reserve Officers shall receive a limited issue of uniform apparel based on their specific function as determined by the Chief of Police.

Non-uniformed civilian employees and Communications Officers will conform to the Personal Appearance directives found in G.O. 16-03 and the Ballwin Personnel Manual.

III. POLICY

A. Issue & Return of Uniforms/Department Property/Clothing Allowance

Upon being issued uniforms, equipment or other Department owned property, said property will be listed on the New Officer Uniform/Equipment Check List (BPD #11) and subsequent order forms (BPD #38). Upon separation from the Department for any reason, the employee shall return all Department issued uniforms and equipment in his/her possession to the Bureau Administration.

B. Replacement of Equipment and Uniforms

The following procedure shall be utilized by Police and Communications Officers in order to acquire additional or replace worn out uniforms and equipment. Uniforms, leather gear, and other items may be re-issued to authorized users after it is inspected and deemed serviceable.

C. Commissioned Police Officers

Commissioned Police Officers are provided a uniform allowance designated by the Board of Alderman beginning on their first anniversary date and then on January 1st of each subsequent year. This allowance may be used to obtain approved uniform items and equipment. These items may be obtained through a request to the Commander of the Bureau of Administration and Operational Support utilizing the Uniform and Equipment Request (BPD #38) or through reimbursement for approved items purchased by the officer.

Officers assigned to the Criminal Investigation Division will receive an annual uniform allowance designated by the Board of Alderman. After procurement of an authorized item(s) the bill or invoice will be forwarded to the Commander of the Bureau of Administration and Operational Support, or his designee, and the employee will then be reimbursed.

D. Use of Uniforms and Equipment

While in uniform, attire for members of the Police Department and the Police Reserve shall be as prescribed by the Chief of Police. Employees may not wear only a part of their uniform either on or off duty. Uniform items are to be worn as specified in GO 16-03, and shall be maintained in a clean and serviceable condition at the member's expense. Loss or damage of Department issued uniforms or equipment shall be promptly reported in writing to the employee's supervisor. Ballistic vest shall be worn by uniformed personnel while on duty or while performing authorized secondary employment within the service area of the Department.

Uniforms and equipment are to be worn only when on duty or while performing authorized secondary employment within the service area of the Department.

E. Operational Readiness

It is imperative that all items of uniform and equipment to include equipment designated for use in unusual occurrence situations are well maintained and kept in a state of operational readiness. If the item of uniform or equipment has not been issued to an employee or assigned to a Department element, the Inventory and Equipment Section of the Bureau of Administration and Operational Support shall perform periodic inspections to assure that the property is operationally ready. A log (BPD # 39) shall be maintained at each inspection and the condition of the item noted. If the Department property has been assigned to an individual, that individual shall have the responsibility of operational readiness. If the item is assigned to a bureau, division or unit, the supervisor of that unit shall have operational readiness responsibility. Equipment designated for use in unusual occurrence situations, i.e., riot shields, helmets and other protective equipment shall be inspected at least monthly by the Bureau of Administration and Operational Support, or his designate.

BY ORDER OF: _____ 12/9/15
Kevin Scott, Acting Chief of Police Date

cc: City Attorney

MPCCF REFERENCE

15.4, 16.3, 26.4

CITY OF BALLWIN
POLICE DEPARTMENT

GENERAL ORDER 16-04

EFFECTIVE:	JANUARY 07, 2014	CANCELS:	GENERAL ORDER 22-07
TO:	ALL PERSONNEL	INDEX AS:	COMMENDATIONS LETERS OF COMMENDATION SERVICE CITATIONS
SUBJECT:	COMMENDATIONS		AWARDS PROGRAM

I. PURPOSE

The purpose of this General Order is to establish a procedure for the formal recognition of those Department employees and private citizens who have distinguished themselves by performing some notable act or service in the furtherance of law enforcement and community betterment.

II. GENERAL

Employee performance shall be recognized by issuance of a Distinguished Service Citation for Valor, a Meritorious Service Citation, a Chief's Commendation, a Certificate of Recognition, or a Letter of Appreciation. Generally a Distinguished Service Citation, Meritorious Service Citation or Chief's Commendation, shall be issued by the Chief of Police. A Certificate of Recognition or Letter of Appreciation shall be awarded by an employee's commanding officer or Department supervisor. Notable acts performed by private citizens may be recognized by the awarding of the Citizens Service Citation, issued by the Chief of Police.

III. DEPARTMENT AWARDS PROGRAM

A. The Distinguished Service Citation for Valor:

May be awarded by the Chief of Police to a Department employee who performs an act of heroism in the face of personal injury or risk of life. This award shall be evidenced by:

1. Gold Medal
2. Blue Breast Bar / Blue Lapel Pin
3. Certificate

B. The Meritorious Service Citation:

This may be awarded by the Chief of Police to a Department employee who performs an extremely laudable or extraordinary act and shall be evidenced by the following:

1. Silver Medal
2. Red Breast Bar / Red Lapel Pin
3. Certificate

C. Chief's Commendation

May be awarded by the Chief of Police to a Department employee who performs an act or deed, that significantly affects the life of another or an action above and beyond the normal bounds of duty to the extent that a significant impact is made on others. This award shall be evidenced by:

1. Green Breast Bar
2. Certificate

D. Certificate of Recognition

May be awarded by the Chief of Police or a Command Officer to a Department employee that performs a particularly noteworthy act or service based on determined and intelligent performance.

E. Letter of Appreciation

May be awarded by any commanding officer, or supervisor, to a Department employee whose actions deserve recognition but may not warrant one of the above awards.

F. Citizen Service Citation

May be awarded by the Chief of Police to a citizen whose assistance to the Police Department was given without regard to personal welfare and had a positive bearing on the outcome of an incident and contributed to the furtherance of law enforcement in the community.

IV. AWARDS COMMITTEE

The Department Awards Committee shall be the governing body for determining the level and receipt of awards. This Committee shall be comprised of one Command Rank Member of the Police Department who shall serve as the Committee Chairperson, one Supervisor and three patrol or detective ranked officers. The Committee Chairperson shall be appointed by the Chief of Police and will serve at his discretion. The Chairperson shall select the other members of the Committee after a survey of interest has been completed Department wide for membership to the committee. All persons selected to serve on this committee shall act in a non-biased, impartial manner when considering awards. The Committee will be responsible for researching and reviewing all related materials when considering an award. The members of the committee will serve at the discretion of the Committee Chairperson or the Chief of Police and may be rotated periodically.

V. PROCEDURE FOR RECOMMENDATION FOR DEPARTMENT AWARDS

A. Recommendation for one of the five awards for which Department employees are eligible shall be initiated by an employee's supervisor.

B. The recommendation shall be in the form of a Commendation Transmittal form (BPD # 5), summarizing the incident for which the employee is being recommended for recognition as well as any police reports or other pertinent information. The supervisor should not specify the award for which they are submitting the employee, this will be determined by the Awards Committee based on the criteria set forth in this general order. This transmittal and copies of all pertinent reports should be sent directly to the employee's Bureau Commanding Officer who will forward it to the Awards Committee Chairperson for review by the awards committee.

C. For each quarter a commendation transmittal is forwarded to the Awards Committee, they will meet within the last two weeks of that quarter i.e. March, June, September and December, to determine which awards shall be granted. The Awards Committee will make a recommendation based on the criteria set forth in this general order, the memos, accompanying documentation to the award, and any input from the Bureau Commander. (Recognizing that there may be circumstances in which it would be more appropriate to review a commendation transmittal immediately, or delay the review, the Chief of Police shall have the discretion to review and issue awards outside of the general scope of this order.)

D. The Chief of Police will make the final decision as to the appropriate award to be presented and this decision shall be final.

E. Awards, when at all possible, will be presented by the 15th of each month following the quarter. (May, July, Oct and January) In some circumstances, such as an award presented at a Board of Aldermen meeting, the award may be delayed to the next possible presentation opportunity. It is the intent of this Department to recognize these awards as soon as practical after the actual occurrence for which the employee is to be recognized.

F. The Citizen Service Citation may be recommended for presentation to a citizen by any employee of this Department. The procedures for recommendation for this award shall conform to those stated previously in this General Order. The citizen shall receive a certificate recognizing his/her action.

V. PRESENTATION OF AWARDS

A. Presentation of the Distinguished Service Citation for Valor shall be made by the Chief of Police during a regularly scheduled public meeting of the Board of Aldermen.

B. Presentation of the Meritorious Service Citation shall be made by the Chief of Police during a regularly scheduled public meeting of the Board of Aldermen.

C. The Chief's Commendation shall be presented by the Chief of Police, or a Commanding Officer, at a roll call or other gathering of Department employees.

D. The Certificate of Recognition shall be presented by the Chief or a Command Officer at roll call or other gathering of Department employees.

E The Letter of Appreciation shall be presented by the employee's Commanding Officer or other supervisor with the approval of the Commanding Officer.

F. The Citizen Service Citation shall be presented by the Chief of Police during a regularly scheduled public meeting of the Board of Aldermen.

G. A copy of the appropriate certificate, commendation, or Letter of Recognition shall be placed in the employee's personnel file.

VII. WEARING OF AWARDS

A. Breast bars awarded to Department employees shall be worn by uniform personnel on the left breast pocket centered on the pocket flap.

B. Distinguished service medals shall be worn on the top seam of the left breast pocket and shall be worn only during formal events.

C. The wearing of the breast bar and medal shall be optional.

NOTE: This General Order shall not preclude any supervisor within the employee's chain of command from issuing an informal memorandum of appreciation to officers who display significant effort in the performance of their duty.

BY ORDER OF: Chief Steven Schicker 1/16/14
Steven Schicker, Chief of Police Date

ATTESTED BY: Robert Kuntz 1/24/14
Robert Kuntz, City Administrator Date

cc: City Attorney

MPCCF REFERENCE

16.4