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**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO.** 1

**SUBJECT** Traffic Control – Traffic Signals

**INDEX** PD

**DATE  
ISSUED** 12/11/90

**DATE** 1/4/2017  
**REVISED**

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**POLICY**

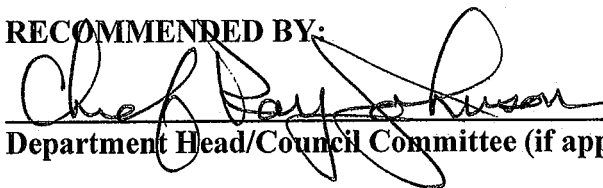
**I. PURPOSE**

This policy establishes requirements for traffic control at malfunctioning or non-functioning traffic signal intersections.

**II. PROCEDURE**

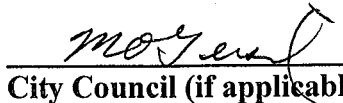
Whenever an electric traffic signal is reported or discovered to be malfunctioning or non-functioning it shall be the responsibility of the police department to immediately dispatch an officer or officers to the location for traffic control. The officer(s) shall continue traffic control until such time as the malfunctioning/non-functioning traffic signal is repaired or manual traffic control signs, i.e., portable stop signs, can be erected.

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
1/17/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 2**

**SUBJECT False Alarm Fines**

**INDEX PD**

**DATE 12/17/90**

**DATE 1/4/2017**

**ISSUED**

**REVISED**

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**POLICY**

**I. PURPOSE**

This policy establishes administrative procedure for the application of false alarm fines as outlined in Municipal Ordinance, Article I, Section 3.8, False Alarm Fine.

**II. GENERAL**

Article I, Section 3.1, of the Municipal Code of the City of Chesterfield is known and cited as the Alarm Systems Code and outlines the detailed restrictions and controls established by the City regarding the installation and operation of alarm systems.

**III. PROCEDURE**

Section 3.8 of the Municipal Code establishes the false alarm fine schedule for first, second and subsequent false alarm violations during the course of the calendar year. Although the municipal ordinance calls for a \$25.00 fine, the City Council hereby administratively waives the first offense fine and first false alarm violation per residence or business per year shall instead result in an official warning only rather than the assessment of a fine. After that official warning, or the first offense, all of the provisions of the existing ordinance shall be followed as established, i.e., \$50.00 for second alarm and \$100.00 for third and subsequent alarms in a calendar year..

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

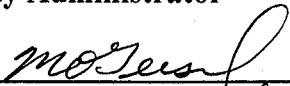
**Date**

1/17/17

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

**Date**

  
\_\_\_\_\_  
City Council (if applicable)

**Date**

1/17/2017

CITY OF CHESTERFIELD  
POLICY STATEMENT

**PUBLIC HEALTH & SAFETY**

**NO. 3**

**SUBJECT** Liquor License Approval

**INDEX** PD

**DATE ISSUED** 7/15/91

**DATE REVISED** 1/4/2017

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**POLICY**

**I. PURPOSE**

This policy establishes acceptable guidelines for City Council approval of liquor license applications.


**II. GENERAL**

All *original* applications for liquor licenses must first be investigated and approved by the Police Department and Planning Department prior to submission to City Council for Council approval. Renewal liquor license requests are handled administratively and do not require Council approval.

**III. PROCEDURE**

*Original* Liquor licenses submitted to City Council for approval are-considered and approved individually by Council.

**RECOMMENDED BY:**

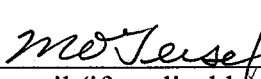
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO.** 4

**SUBJECT** Holding Municipal Prisoners

**INDEX** PD

**DATE  
ISSUED** 2/18/92

**DATE  
REVISED** 1/4/2017

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**POLICY**

**I. PURPOSE**

This policy establishes guidelines for the holding of municipal prisoners of the Chesterfield Police Department.

**II. GENERAL**

Holding of municipal prisoners with the Chesterfield Police Department shall be in accordance with all rules, regulations, guidelines and laws as established by the State of Missouri.

**III. PROCEDURE**

Municipal prisoners in custody of the Chesterfield Police Department shall not be held in excess of twenty-four (24) hours at any one time.

**RECOMMENDED BY:**

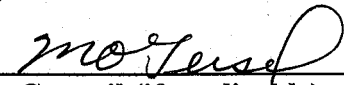
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 5**

**SUBJECT Drug Abuse Magazine Solicitations**

**INDEX PD**

**DATE 1/19/93**

**DATE**

**ISSUED**

**REVISED 1/4/2017**

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**POLICY**

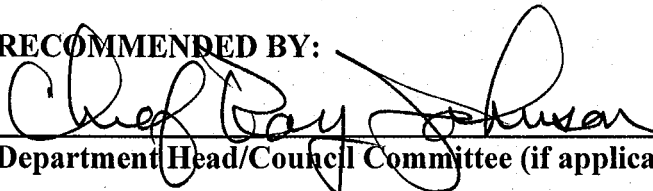
**I. PURPOSE**

This policy establishes guidelines for the solicitation of businesses for Drug Abuse/Prevention Magazines.

**II. GENERAL**

All Drug Abuse Magazine solicitations from businesses within the City of Chesterfield must first be approved by the Public Health & Safety Committee.

**RECOMMENDED BY:**

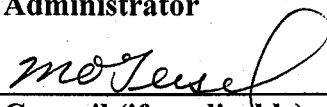
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 6**

**SUBJECT** Snow Removal & Parking Enforcement

**INDEX PD**

**DATE** 1/29/2009

**DATE**

**ISSUED**

**REVISED 1/4/2017**

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**POLICY**

**I. PURPOSE**

This policy establishes the procedure for snow removal within the City of Chesterfield and the related enforcement activities of the Police Department.

**II. GENERAL**

The Department of Planning & Public Works will initiate snow removal efforts when two inches or more snow, or excessive ice, has accumulated on City streets. The Department of Planning & Public Works will notify the Police Department when beginning and ending snow removal efforts.

**III. PROCEDURE**

During the snow removal period, the Police Department shall participate by taking the following actions:

**A. Snow Routes (where signs have been erected)**

Moving/Ticketing vehicles: Police will, acting on their own initiative and at the officers discretion, attempt contact of owner to have a vehicle moved and/or will issue warning violations (depending on the situation at hand). No summonses shall be issued.

Police will tow vehicles from Snow Routes only at the request of a Public Works supervisor. A summons shall be issued for towed vehicles.

**B. Non-Snow Routes**

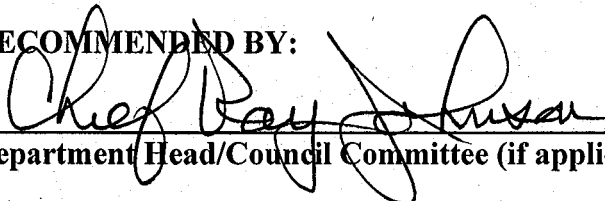
Police will take NO action regarding written warnings or towing of vehicles unless specifically requested to do so by a Public Works supervisor.

IV SUMMARY

No vehicles will be towed for snow removal purposes, regardless of snow route or otherwise, unless specifically requested to do so by a Public Works supervisor. No summonses shall be issued for parking violations, regardless of snow route or otherwise, only written warnings.

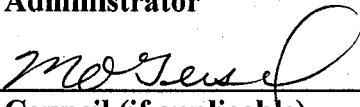
EXCEPTION: If the Department makes a later determination it is a repeat violation, an actual parking summons may be mailed to the vehicle owner.

RECOMMENDED BY:

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
Date

APPROVED BY:

\_\_\_\_\_  
City Administrator  
  
\_\_\_\_\_  
City Council (if applicable)

\_\_\_\_\_  
Date  
1/17/2017  
Date



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 8**

**SUBJECT SAFETY COMMITTEE**

**INDEX PD**

**DATE  
ISSUED JANUARY 17, 2003**

**DATE  
REVISED 1/4/2017**

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**POLICY**

**I. PURPOSE**

This policy establishes guidelines for the City's Safety Committee to insure that all accident reviews are to be handled and expedited fairly and with consistency. Additionally, members and their terms will be listed on an attached addendum.

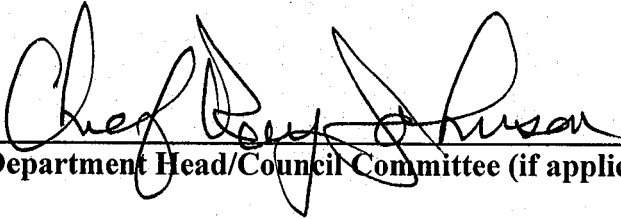
**II. PROCEDURE**

- A. Any vehicular accident or employee injury that occurs will eliminate said employee being awarded an additional eight (8) hours of vacation time at the end of the specified time frame (varies 1 or 2 years by job title); the ONLY exception to this will be an employee who is criminally assaulted and the attacker is arrested and placed in jail and at the recommendation of the department head.
- B. A list (attached) will show where all members are on their terms as of January 1, 2003. Members will be assigned to a two-year term (beginning January of that calendar year) and is suggested that these individuals be rotated with other members of various departments.
- C. The Facilities Manager will act as an ex-officio member keeping the total number at ten with one ex-officio member.
- D. The inter-departmental committees (Public Works and Police) will forward their determination, as to whether the incident is preventable or unpreventable, and offer "recommendations" to the Safety Committee on their suggestions for preventing accidents/injuries from occurring, providing insight on the situation (i.e. special circumstances) and giving the facts behind the issue.
- E. The Safety Committee will then review the determination and either concur or reject the determination as a whole on whether or not the incident is "preventable" or "unpreventable".

**PUBLIC HEALTH & SAFETY POLICY STATEMENT NO.16**

- F. If the inter-departmental committee and the safety committee do not come to an agreement on a particular accident, then the City Administrator will make the final determination.

**RECOMMENDED BY:**

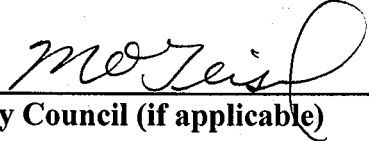
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

ADDENDUM - October 10, 2016

Mike O'Connor, Chair  
Captain Steve Lewis, Co-Chair

Dave Barley, Maintenance Supervisor  
Kurt Hemker, Fleet Maintenance Supervisor  
Chris Lea, Administrative Assistant  
Officer Paul Powers  
Barry Johnson, Building Maintenance Supervisor  
Lieutenant Cheryl Funkhouser  
Candice Lock, Employee Services Administrator  
Steve Jarvis, Assistant Director of Parks & Recreation  
Chris Krueger, Civil Engineer  
Lieutenant Mike Thompson  
Chad Ledbetter, Recreation Manager

Dave Winters, Daniel & Henry

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 9**

**SUBJECT** Police Department Response to  
Residential Burglar Alarms

**INDEX PD**

**DATE  
ISSUED** 8/22/2006

**DATE  
REVISED** 1/4/2017

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**POLICY**

**I. PURPOSE**

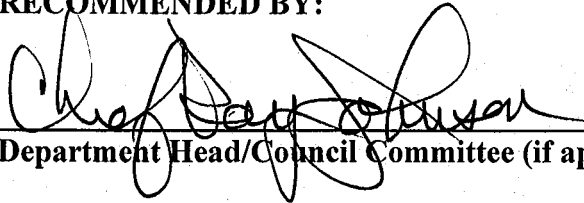
This policy establishes guidelines for Police Department response to residential burglar alarms.

**II. PROCEDURE**

When a residential burglar alarm is reported, one police unit shall be dispatched. The unit shall respond as quickly and as safely as practical, with emergency lights, and obeying all traffic laws. If the officer receives information that indicates an emergency response is necessary, the officer may utilize lights and siren in responding. The assist unit will respond obeying all traffic laws unless the alarm is verified as a legitimate burglary or other criminal activity in progress.

This policy shall pertain to residential burglar alarms only. An emergency police response shall continued to be require for business burglar alarms, hold-up alarms, panic alarms, and medical emergency alarms.

**RECOMMENDED BY:**

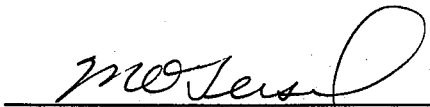
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC HEALTH &amp; SAFETY</b>		<b>NO.</b>	10
<b>SUBJECT</b>	Street Closures for Athletic and Other Events	<b>INDEX</b>	PD
<b>DATE ISSUED</b>	August 22, 2006	<b>DATE REVISED</b>	2021

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**POLICY**

**I. PURPOSE**

This policy establishes guidelines and direction for the Police Department in responding to requests for street closures.

**II. PROCEDURE**

The closure of public streets for athletic runs, bicycle events, and other public events constitutes a major inconvenience for the motoring public and the commercial establishments adjacent to these closure locations. Additionally, the Police Department generally will incur some expense in adequately staffing the major intersections and street closures with police officers.

Therefore, the City will make every effort to limit such road closures, event locations, and the duration of events, and will take other reasonable and necessary measures to avoid, or minimize, any potential negative impact to the general public. To minimize a potential negative impact, the City may deny some requests for approval of an event, or may require relocation of the route(s) or event location(s). Prior to approval, any proposed subdivision event will be coordinated with the subdivision trustees.

**RECOMMENDED BY:**

\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

\_\_\_\_\_  
**City Administrator**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Council (if applicable)**

\_\_\_\_\_  
**Date**

3/15/2021

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC HEALTH AND SAFETY</b>		<b>NO.</b>	11
<b>SUBJECT</b>	Parks Administration & Maintenance Facility- Public shelter for cooling/warming stations	<b>INDEX</b>	PD
<b>DATE ISSUED</b>	12/4/2006	<b>DATE REVISED</b>	1/4/2017

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**POLICY**

This policy is to authorize, and establish guidelines for the use of the Chesterfield Parks Administration & Maintenance Facility as a public shelter heating/cooling station.

During extreme conditions or emergency situations which cause extended periods of power outage within the City of Chesterfield, or any other situation creating such need, the City of Chesterfield may make available to its residents, the Parks Administration & Maintenance Facility as a cooling or warming station. The Police Department shall organize and manage the operations of the shelter during the period of its use.

When necessary, the police Department shall be responsible for requesting adjustments of the HVAC system operation to accommodate weekend and evening usage.

The services provided shall be limited to use as a warming and/or cooling station only, and no food, provisions, or bedding facilities shall be provided.

**RECOMMENDED BY:**

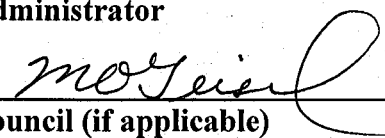
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH AND SAFETY**

**NO.** 12

**SUBJECT** Texting While Operating a Motor  
Vehicle

**INDEX** PD

**DATE  
ISSUED** 5/26/09

**DATE  
REVISED** 1/4/2017

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**PUPRPOSE**

This Policy establishes for texting while operating a city owned vehicle.

**POLICY**

To ensure the safety of themselves, pedestrians, and the motoring public, it is imperative that all employees devote their full attention to the practice of safe driving techniques when operating a motor vehicle. Therefore, effective immediately, it shall be a violation of City policy to read or send text messages, in any format, or to utilize a cell phone device in any manner other than hands free while driving a City vehicle.

**RECOMMENDED BY:**

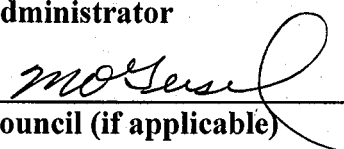
  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

1/17/17  
\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Council (if applicable)

1/17/2017  
\_\_\_\_\_  
Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO.** 13

**SUBJECT** NO SMOKING

**INDEX** PD

**DATE  
ISSUED** December 18, 2013

**DATE  
REVISED** 4/1/2023

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**POLICY**

**I. PURPOSE**

This Policy establishes rules and regulations pertaining to smoking on, and/or within, all property owned by the City of Chesterfield, to include City Hall, other City Facilities, City Parks, and City Vehicles, and prohibits the use of all forms of tobacco products, marijuana, and all forms of smoking including the use of e-cigarettes.

**II. PROCEDURE**

This policy applies equally to all employees, customers and visitors. The City of Chesterfield bans the use of all types of tobacco products (pipes, cigars and cigarettes), marijuana or "vaping" with e-cigarettes, on any City owned property.

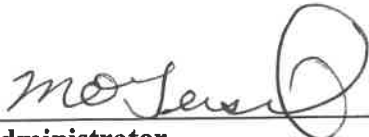
This Policy supersedes any prior policy and eliminates any and all previously designated smoking areas as referred in all previous personnel manuals.

**RECOMMENDED BY:**

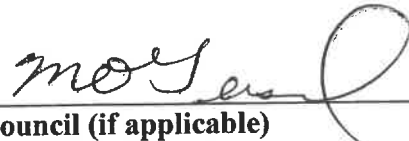
\_\_\_\_\_  
**Department Head/Council Committee (if applicable)**

\_\_\_\_\_  
**Date**

**APPROVED BY:**

  
\_\_\_\_\_  
**City Administrator**

2023-4-18  
**Date**

  
\_\_\_\_\_  
**City Council (if applicable)**

2023-4-18  
**Date**



**CITY OF CHESTERFIELD  
POLICY STATEMENT**

<b>PUBLIC HEALTH &amp; SAFETY</b>		<b>NO. 14</b>	
<b>SUBJECT</b>	Bow Hunting on City Owned Properties	<b>INDEX</b>	PD
<b>DATE ISSUED</b>	August 20, 2019	<b>DATE REVISED</b>	

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**POLICY**

**I. PURPOSE**

This policy establishes guidelines for the hunting of deer on City owned properties.

**II. GENERAL**

The City of Chesterfield recognizes the need to control the growth of the deer population within the corporate boundaries of Chesterfield. In December of 2005, the City of Chesterfield adopted municipal ordinance #2217 amending the Ordinance regulating the discharge of firearms by adding a new chapter "Deer Control Policy and Hunting Regulations". This ordinance authorized in-season bow hunting on 1-acre parcels of private property (since amended to 1/2 acre parcel requirement per Ordinance #2952) with certain prescribed regulations. In furtherance of this ordinance, this policy sets forth procedures for implementing an expanded bow hunting program on City owned property.

**III. PROCEDURE**

1. The hunting of deer will be restricted to the following City owned properties:
  - a. Railroad Park
  - b. Rivers Edge Park
  - c. West Wetlands
  - d. Wilson Park
  - e. Central Park
  - f. Designated locations within the Riparian Trail
  - g. Any other properties that may be acquired in the future and deemed appropriate for hunting by the Chief of Police.

The Chief of Police and/or the Director of Parks, Recreation and Arts reserve the right to limit the specific locations within the listed City owned properties where bow hunting will be allowed.

2. Only City of Chesterfield employees, or persons specifically authorized by the Chief of Police, are authorized to hunt on City owned properties. All hunters shall be in possession of their City of Chesterfield ID card or authorization from the Chief of Police.
3. Hunters may only use an archery device or crossbow. The use of firearms is strictly prohibited
4. All hunters shall comply with all current laws of the State of Missouri in regards to the regulations of hunting, as well as Chesterfield Ordinance #2952. In addition, hunters must follow all Missouri Department of Conservation regulations regarding the harvest of deer, to include:
  - a. Hunting is only allowed within the designated Missouri deer archery hunting season and during prescribed times.
  - b. All hunters are required to possess a valid deer permit.
  - c. All hunting shall be conducted from an elevated position that is at least ten (10) feet in height and faces the interior of the property.
  - d. Any person who kills any deer while hunting shall take all precautionary measures to avoid field dressing the deer in a public or conspicuous location.
  - e. Any person who field dresses or otherwise processes a deer shall properly dispose of the discarded organs and/or body parts in plastic bags in private trash depositories, or by other appropriate means.
5. Hunts shall be authorized on specific days and times as determined by the Chief of Police. The City reserves the right to restrict hunting hours at any specific site or property at the City's sole discretion in the public interest. Proper signage and notifications will be posted to warn the public of hunts.
6. Hunting is a voluntary, non-working activity. All employees participating in the hunt program must do so in an off-duty capacity and such activity shall not in any way impact an employee's regular work performance or attendance. Employees will be required to execute a hold harmless statement and a worker's compensation waiver.
7. Hunters may, at their own expense, choose to keep and process any deer harvested by them on City owned property.

8. All deer harvested on City owned property not kept by the hunter shall be donated as part of Missouri's Share the Harvest program. City of Chesterfield personnel will assist in the collection and transportation of donated, harvested deer to an approved processor. The costs associated with processing donated deer will be paid by the City of Chesterfield.
  
9. Funds allocated for the processing of donated deer shall be determined annually as part of the City's budget process. Approved hunters should inquire as to the availability of funds prior to their hunt if their intent is to donate the harvested deer. Once allocated funds are expended for the season, hunters will be required to keep and process any deer harvested by them on City owned property at their own expense.
  
10. Any individual who successfully harvests a deer on City owned property must report the hunter's name, sex of the deer and the location of the harvest within two (2) business days by calling the Chesterfield Police Department during normal business hours or by delivering written notification to the Police Department

**RECOMMENDED BY:**

*Chris Day Johnson*  
 Department Head

8/20/19  
 Date

**APPROVED BY:**

*MOJES*  
 City Administrator

8/20/19  
 Date

*MOJES*  
 City Council (if applicable)

8/19/20  
 Date

**CITY OF CHESTERFIELD  
POLICY STATEMENT**

**PUBLIC HEALTH & SAFETY**

**NO. 15**

**SUBJECT**

Stationary Radar

**INDEX PD**

**DATE**

**ISSUED** October 19, 2021

**DATE**

**REVISED** 2021

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**POLICY**

**I. PURPOSE**

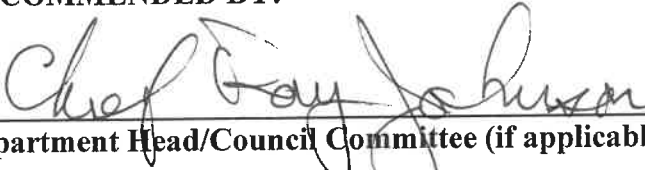
This policy establishes guidelines for traffic enforcement by means of stationary radar operations.

**11. PROCEDURE**

The use of Stationary Radar as a means of speed enforcement on I-64/40 shall be prohibited due to the inherent danger associated with such operations. Additionally, time spent on such enforcement tactics tends to detract from the amount of time officers can otherwise spend on preventive patrols and addressing other crime related incidents occurring throughout the City.

Such stationary radar operations shall be employed only on City, County, and State, roadways within the City of Chesterfield. All other means of traffic enforcement routinely employed shall continue

**RECOMMENDED BY:**

  
\_\_\_\_\_  
Department Head/Council Committee (if applicable)

10-19-21  
Date

**APPROVED BY:**

  
\_\_\_\_\_  
City Administrator

10/19/2021  
Date

\_\_\_\_\_  
City Council (if applicable)

10/18/2021  
Date