

Resolution No. 115

WHEREAS, the Police Department has an ongoing process by which it has issued temporary and general orders that relate to the activities of the Police Department and its personnel; and,

WHEREAS, the Police Department has reduced to writing certain general orders for use in its Department which have been in place and followed by the Police Department for at least one year, and have been reviewed by the Public Health and Safety Committee and have been deemed appropriate for use by the City of Chesterfield Police Department; and,

WHEREAS, it is the desire of the City Council to recognize the full force and effect of the Police Department General Orders while at the same time allowing for modifications and changes therein by the Public Health and Safety Committee.

NOW THEREFORE, be it resolved that the Police Department General Orders, developed, reviewed and amended as attached hereto, are hereby approved, and, further, that any modification, change and/or new Police Department General Orders and Temporary Orders shall not be deemed officially adopted until approved by the Public Health and Safety Committee of the City Council.

Passed and approved this 15th day of JUNE, 1992.

Jack Leonard
MAYOR

ATTEST:

Lynne Greene
DEPUTY CITY CLERK

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-1

EFFECTIVE: JUNE 1, 1989 CANCELS:
TO: ALL PERSONNEL
SUBJECT: WRITTEN DIRECTIVE SYSTEM

INDEX AS:

Bulletins
General Orders,
Manuals,
Orders,
Personnel Orders,
Special Orders,
Written Directives

The purpose of this Order is to establish policy and procedure for the Written Directive System adopted by the Chesterfield Police Department as a means for proper preparation, distribution and organization of General Orders, Special Orders, Personnel Orders, Bulletins and Manuals.

I. DEFINITIONS

- A. Policies - General instructions to follow in arriving at decisions on recurring matters in daily operations, program change and implementation of objectives.
- B. Procedures - Methods established for performing duties and tasks.
- C. Departmental Elements - Sections within the Department, e.g., Units, Divisions, Bureaus, etc.
- D. Written Directive System - Five (5) basic modes of written communication used for presentation of policies, procedures and general information to various Departmental elements and personnel. Included are General Orders, Special Orders, Personnel Orders, Bulletins and Manuals.

- E. General Orders - Issued to announce adoption or revision of Department wide policies and procedures which are applicable for the indefinite future. Some examples are:
1. Institution of permanent procedures, rules or policies;
 2. Permanent change in Department organization;
 3. Use of Department facilities and equipment and expenditure of public funds;
 4. Relationship with other agencies and citizens.

All General Orders shall first be issued as temporary. They shall remain temporary for one year after which time they shall be reviewed by the Office of the Chief. The temporary order shall then either be cancelled or submitted to the City Council for adoption by Ordinance as a permanent General Order.

- F. Special Orders - Issued to announce policies and procedures concerning a specific circumstance or event, or policy and procedure which is of a temporary or self-cancelling nature, or involving only specific segments of the Department. Special Orders may be issued to revise or amend General Orders or other Special Orders.
- G. Personnel Orders - Announce changes in official status or employment with the Department.
- H. Bulletins - Issued as a means for dissemination of information or instructions which do not warrant a formal Order and to serve as training aids which inform members of actions or policies of other agencies, or relate information pertinent to proper techniques for performing duties.
- I. Manual - Issued within the Department prescribing policies, rules, regulations and procedures relating to specific subject areas.

II. ISSUING AUTHORITIES

- A. A Department Written Directives shall be issued as follows:

1. General Orders and Manuals shall be issued by the Chief of Police, with the approval of the City Administrator.
 2. Special Orders, Personnel Orders and Departmental Bulletins shall be issued by the Chief of Police.
 3. Inter-office memoranda, although not part of the Written Directive System, shall exist as a form of informal communication between one person to another person, one person to a few individuals, or several individuals to one person within the Department. Only the Chief of Police or a Bureau Director shall forward an Inter-Office Memorandum to any person in a department not within the Chesterfield Police Department.
- B. The Office of the Chief of Police shall review, format and coordinate all Department General Orders, Special Orders, Departmental Bulletins and Manuals issued within the Written Directive System, and shall prepare all Personnel Orders. Bureau Manuals are prepared by element commanders/supervisors, and made available to each of the element employees.
- C. The original signed copy of all General Orders, Special Orders, Personnel Orders, Departmental Bulletins and Manuals shall be retained in a master file in the Office of the Chief of Police.

III. DISTRIBUTION OF WRITTEN DIRECTIVES

- A. Written Directives shall be distributed in accordance with the Distribution List maintained by the Office of the Chief of Police.
1. All personnel, Departmental elements and the Commander of the Police Reserves shall be issued single copies of Departmental General Orders, Special Orders which revise or amend these General Orders, Special Orders pertaining to the individual elements, and the Rules and Regulations Code of Conduct Manual.
 2. All commissioned personnel and the Police Reserve Commander shall be issued copies of all Special Orders, Departmental Bulletins

3. All commissioned personnel with the rank of Sergeant and above, and those personnel affected, shall be issued copies of all Personnel Orders.

- B. Supervisors are responsible for ensuring that each employee has copies of or access to all Written Directives pertaining to the element of assignment. Personnel are responsible for knowledge of and compliance with the contents of each.

- C. The Director of the Bureau of Staff Services shall be responsible for posting a copy of appropriate Written Directives on the bulletin board located in the Command Area of the Police Department for a period of at least 30 days. Employees shall be responsible for checking the bulletin board each working day and reviewing recently published directives.

B. ORGANIZATION OF WRITTEN DIRECTIVES

A. Departmental Special Order and Written Directives Manual

1. The General Order and Written Directives Manual shall be issued to and maintained by all personnel, Departmental elements and the Commander of the Police Reserve.

a. The Special Order Section of the Manual shall contain:

- (1) All current General Orders;
- (2) All Special Orders that revise or amend current General Orders;
- (3) The Special Order Manual Inspection Record;
- (4) The index and alphabetical dividers; and
- (5) The Special Order Manual cover page and issuance page.

b. Indices for the Special Order section of the Manual

- (1) Alphabetical Index - An extensive alphabetical index system notes the location of any Order or subject in the Manual.
- (2) Numbered Index - The numbered index lists each Order in the Manual consecutively according to its number of publication, e.g., 89-1, 89-2, 89-5, etc.

c. Format of Departmental General Orders

- (1) Printed at the top of the Order will be City of Chesterfield Police Department; the following line shall designate General Order and the consecutive number of issuance, e.g. 89-1, 89-2, etc.
- (2) The upper left hand corner of the Order shall contain:
 - (a) The effective date of the order
 - (b) Personnel the Order is addressed to
 - (c) Subject of the order
- (3) The upper right hand corner of the Order shall contain cancellation or amendment of previous directive.
- (4) Subject titles by which the Order is to be listed in the Alphabetical Index shall be listed under "Index As."
- (5) Special Orders that revise or amend a specific General Order shall be designated as such and filed as the last page(s) of said General Order.

d. Maintaining the Special Order section of the Manual

(1) The following procedures shall be used when placing a new Special Order in this Manual:

(a) Print the new indexing data in the Alphabetical Index.

(b) Print the title in its proper numerical sequence in the Numbered Index.

e. Written Directives Section of the Manual shall contain:

(1) Departmental Special Orders which do not revise or amend current General Orders;

(2) Departmental Bulletin;

(3) Manuals not contained in the Special Order manual

(4) Cover and issuance page;

(5) Section dividers;

(6) Indices for Departmental Special Orders, Bulletins and Manuals.

f. The Written Directives Section of the Manual shall be divided into three (3) main sections:

(1) Special Order Section;

(2) Bulletin Section;

(3) Manual Section.

g. Indices for Written Directives Manual

(1) Special Order Index - The Special Order Index lists each Departmental Special Order by consecutive number of issuance (e.g., 89-1, 89-2, etc.). The index also lists the title of the Order and its issuance date, and contains a code section that indicates where each Order should be filed.

- (2) Bulletin Index - The Bulletin Index lists each Departmental Bulletin by the consecutive number of issuance. This index also lists the title of the Bulletin and its issuance date.
- (3) Manual Index - This Index lists the Departmental Manuals by title according to issuance date.

h. Maintaining the Written Directives Manual

- (1) When a new Written Directive is issued, it shall be placed in the appropriate section of the Manual and the necessary indexing data entered. If the Written Directive is a Special Order that amends or revises a specific Manual or General Order, it should be placed with the amended or revised directive and the necessary indexing data should be entered in the Special Order Index.
- (2) When a Written Directive is cancelled, it should be destroyed and the indexing data deleted.

i. General Information

- (1) Each employee who is issued a General Order and Written Directives Manual shall be responsible for maintaining current information in the three-ring binders provided.
- (2) Extra copies of Departmental General Orders, Special Orders, Bulletins,, and Manuals may be obtained from the Office of the Chief.

- (3) The Special Order and Written Directives Manual and the materials contained therein are Department property and are to be returned to the Bureau of Staff Services upon employee's retirement or separation.
- (4) Any questions regarding the Special Order and the Written Directives manual, or the contents thereof should be directed to the employee's immediate supervisor and then to the Commander of the Bureau of Staff Services.
- (5) Inter-Office Memos and Personnel Orders may be filed as deemed appropriate.

j. Issuance of New Indices and Periodic Inspections

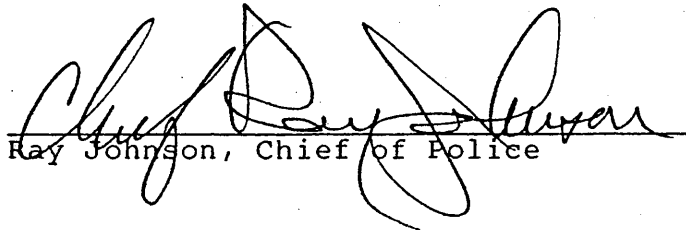
The Office of the Chief of Police shall annually publish new index data listing active directives for the Special Order and Written Directives Manual.

- (1) To insure that the Manual is up-to-date, each person in possession of a Manual shall check the material contained therein against the new index sheets.
- (2) Employees shall be required to present the Manual for which they are responsible to respective supervisors for inspection on a semi-annual basis.
- (3) The Bureau of Staff Services shall conduct periodic inspections of the Special Order and Written Directives Manual issued to employees and elements of the Department.

V. CANCELLATIONS

All General Orders, Special Orders, Bulletins, and Manuals which are not self cancelling shall be reviewed by the Office of the Chief of Police three (3) years after the original issuance date to determine if they shall be cancelled, incorporated into a manual, revised, or continued in their present form.

BY ORDER OF:


Ray Johnson, Chief of Police

7-5-89
Date

APPROVED BY:


Michael Herring, City Administrator

7/5/89
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have have been satisfactorily answered by my Supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-2

EFFECTIVE: JUNE 1, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS:
SUBJECT: ORGANIZATIONAL STRUCTURE ORGANIZATIONAL STRUCTURE

The purpose of this Order is to establish the organizational structure of the Chesterfield Police Department.

I. DEFINITIONS

- A. Bureau of Field Operations - A line function of the Police Department devoted to the direct supervision of police services.
- B. Bureau of Support Services - Those administrative functions which assist line activities.
- C. Bureau of Criminal Investigations - Responsible for the investigation of all crimes occurring within the city and for other tasks as assigned. Provides technical assistance to the patrol division through the preservation, collection and processing of evidence, and the storage and handling of found or recovered property.
- D. Division - A segment of a bureau.
- E. Unit - A segment of a division.

II. PROCEDURE

- A. Office of the Chief: consists of the Chief of the Police Department and a secretary.
- B. Bureau of Field Operations: under the command of a Police Captain, this bureau reports directly to the Chief of Police and provides supervision for the following functions:
 - 1. Patrol Division: consists of three patrol squads, each under the direct supervision of a Sergeant and staffed with other supervisors and commissioned personnel as needed. Provides uniformed, vehicle and foot patrols.

Prevents crimes, suppresses disturbances, arrests offenders, gives aid, relief and information to citizens as circumstances require.

- (a) Patrol Commanders - officers holding the rank of Lieutenant with overall supervision of street personnel.
 - (b) Business Patrol - staffed by patrol officers under the supervision of the on-duty patrol division supervisor. Supplements each shift during high activity times with direct emphasis on the Chesterfield Mall and other commercial establishments within the City, or other specific assignments as deemed appropriate.
2. Traffic Division: under the direct supervision of an officer holding the rank of Lieutenant, this division is responsible for traffic enforcement, accident investigation, development of selected enforcement programs, and other functions related to reduction of accidents within the City of Chesterfield.
 3. Jail Operations: staffed by full or temporary personnel as necessary, this unit is responsible for the care and custody of all persons arrested and confined by this department. Members, while performing these duties, shall report directly to the Commander of Field Operations.
 4. Police Reserve Unit: this unit is under the supervision of a Police Reserve Commander as appointed by the Chief of Police. The Police Reserve Commander reports directly to the Commander of the Bureau of Field Operations and is responsible for providing general supervision of volunteer Police Reserve Officers while in the performance of their duties. Duties include serving as Municipal Court Bailiff, providing security at other City Hall Functions and assisting the Police Department in other activities such as police patrol, surveillance, traffic direction, and crowd control at public events.
- C. Bureau of Support Services: under the command of an officer holding the rank of Captain and staffed with other civilian and commissioned police personnel as necessary, this bureau reports directly to the Chief of Police and provides supervision of the following functions.
1. Records Division - This division is responsible for maintenance and retention of all written reports and records pertaining to incidents handled by this department and all other clerical functions as assigned.
 2. Auxiliary Division - Staffed with full and temporary personnel as necessary and reporting directly to the Commander of the Bureau of Support Services, this division is responsible for overseeing of such matters as personnel, purchasing, budget, planning and research, training, internal affairs, communications and maintenance.

D. Bureau of Criminal Investigations - Under the command of a Lieutenant, this bureau reports directly to the Chief of Police and provides supervision for the following functions:

1. Detective Division: staffed with supervisory and investigative personnel, this division is responsible for the investigation of all crimes occurring within the city and other tasks as assigned by the officer in charge.
2. Identification Division: staffed with investigative, technical, and clerical personnel, this division provides technical assistance to the detective and patrol divisions through the collection, preservation, and processing of evidence and the custody and control of all property coming in to the care of the Police Department.
3. Crime Prevention and Analysis: under the supervision of a Police Lieutenant, this division reports directly to the Chief of Police. Staffed by supervisory, commissioned, and volunteer civilian personnel, this unit is responsible for the development and implementation of community oriented crime prevention programs and activities. Provides crime statistic analysis, ascertains developing crime trends and patterns and provides input into the patrol and detective division for directed patrol activities.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-4

EFFECTIVE:	JUNE 1, 1989	CANCELS:	
TO:	ALL PERSONNEL	INDEX AS:	USE OF FORCE FIREARMS
SUBJECT:	USE OF FORCE/FIREARMS		FIREARMS TRAINING WEAPONS

I. GENERAL:

The use of firearms, firearms training, care, maintenance and safe handling are of utmost importance in the daily life of a professional Police Officer. Improperly applied techniques can result in serious injury or death to our fellow officers or an innocent bystander. Therefore, the procedures outlined herein are in effect as of the above date.

II DEFINITIONS:

A. Police Officer or Officer -

1. A commissioned employee of the Chesterfield Police Department.
2. A Reserve Officer of the Chesterfield Police Reserve Force.

B. Lethal Weapon - Any weapon that has the capability of and was designed to cause death.

C. Non-Lethal Weapon - A weapon designed not to cause death when used properly.

III. DEADLY FORCE REGULATIONS:

A. A Police Officer may discharge a firearm under the following circumstances:

1. In the necessary defense of the Police Officer or other persons from death or serious injury;
2. To effect an arrest, to prevent the escape, or to recapture a felony suspect when:
 - a. The officer has a warrant or probable cause to arrest the felony suspect, and
 - b. The felony suspect could not be otherwise apprehended, and

c. The felony suspect has used deadly force in the commission of the felony or the officer reasonably believes the felony suspect would use deadly force against the officer or others if not immediately apprehended, and

d. Where feasible, some warning to stop has been given.

3. To kill a dangerous animal, when the animal is an immediate threat to the officer or an innocent bystander;

4. At a firing range, as part of a departmental firearms training exercise.

5. To humanely destroy an injured animal with supervisory approval.

B. Firearms shall not be discharged:

1. As a warning to a fleeing suspect;

2. In an attempt to apprehend a fleeing misdemeanor;

3. At or from a moving vehicle unless the occupant(s) of the vehicle represents a direct and immediate threat to the life or safety of the Police Officer or an innocent person, and then only as a last resort.

4. Into a crowd where an innocent person may be struck.

C. Any officer directly involved in a deadly force incident shall be placed on administrative assignment directly upon completion of his preliminary report of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The administrative assignment shall not be interpreted to imply or indicate that the officer had acted improperly.

While on administrative assignment, the officer shall remain available at all times for official departmental interviews and statements regarding the incident and shall be subject to recall at any time.

Upon return to duty, the officer may be assigned to "administrative duty" for a period of time as deemed appropriate by the Chief of Police.

Within one week of any incident where a police officer is involved in a shooting situation, the officer shall be required, for their benefit, to see a psychologist selected from a list provided by the department. These psychologists shall be skilled in dealing with these type of incidents.

IV. TRAINING

- A. Each officer shall be familiarized with weapons kept in the Department Armory once each year, the use of which would be commensurate with his assignment. Officers designated to use special weapons shall qualify at least once each year with the weapons and familiarize themselves with the weapon at each scheduled firearms qualification period.
- B. Each officer shall qualify with the firearms he bears a minimum of once annually and other times as assigned by the department firearms instructor. Records of familiarization and qualification will be maintained by the Department Training Officer.
- C. Each officer shall be qualified in the use of firearms by either the Department Training Officer, St. Louis County and Municipal Police Academy, the MSHP Academy, the FBI Firearms Training Academy, or a qualified officer of this department appointed by the Chief as a firearms instructor.
- D. The Department Training Officer shall be responsible for insuring proper training and safety on the firing range, and that proper and adequate training programs are instituted in safety, care and maintenance, and qualification in the use of weapons.
- E. Officers who fail to meet qualification requirements will be granted a 10-day grace period. Within the 10-day period, the officer must, on his own time, report to the Firearms Training Officer for remedial firearms training and certification. Officers who fail to achieve certification after attending remedial firearms training will be placed on suspension. If after one week of suspension, the officer has still failed to achieve certification, he shall be suspended for failure to maintain standards.

V. SAFETY

- A. When displaying or handing a weapon to others, the weapon will, in the case of a revolver, have the cylinder open, and in the case of an automatic, the magazine shall be removed and the weapon placed in an unlocked position (action locked open).
- B. Weapons shall be pointed in a safe direction at all times and shall always be handled as a loaded weapon.
- C. Each weapon shall be inspected to insure that it is unloaded before the weapon is transferred to another.
- D. Weapons shall not be left unguarded at any time and will preferably be locked in a safe, vault, or wall locker when not in use by the officer.

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- E. Subject to the provision of paragraphs A, B and C above, each officer's weapon shall remain in his holster while the officer is in a vehicle or in an office.
- F. Only authorized ammunition shall be used by members of the department, and such ammunition shall be replaced at least annually.
- G. All weapons shall be maintained in a clean and serviceable condition at all times.
- H. All weapons shall be inspected at roll call at least once per week at the discretion of the Commander of the Bureau of Operations or his designee, and periodically by the Training Officer for cleanliness and serviceability.
- I. There shall be no "horse-play" with weapons.
- J. When not in use, a shotgun shall not have a round in the chamber, and the chamber shall be closed.

VI. WEARING OF FIREARMS:

- A. While on duty, each commissioned officer of the department shall carry on or about his person an approved firearm prescribed by the department, for the performance of his official duties. Police officers assigned to certain activities such as undercover investigation may work without a weapon or utilize special weapons not specified within this order, with the approval of the Chief.
- B. Uniform officers shall carry in an exposed position, the department issued weapon. Exception to this rule must be approved by the Chief of Police. All firearms used by department officers shall be registered by make, model, and serial numbers with the Commander of the Bureau of support Services. The firearm must be inspected, fired, and certified safe by the Department Armorer.
- C. Shoulder and cross/draw holsters shall be prohibited for on-duty use, unless specifically approved by the Chief of Police.
- D. While off duty, and within the city limits of the City of Chesterfield, Police Officers, except Reserve Officers, are authorized, and encouraged, to carry concealed on or about their person their service pistol, unless engaged in some activity which makes carrying of such weapon impractical. When so armed, a departmental badge and I.D. card are required. (Exception: off-duty officer while operating a department vehicle shall be armed with an approved weapon.)

- E. While on duty, officers may carry a maximum of two (2) handguns. Any secondary weapon carried must be concealed and must be approved by the Chief of Police, and the officer must have familiarized himself with the secondary weapon to the satisfaction of the Department training Officer at least once annually. The serial number of the secondary weapon shall be recorded with the Commander of the Bureau of Support Services.

VII. REPORTING DISCHARGE OF FIREARMS:

With the exception of firearms discharged at a firing range or to dispatch an injured animal, each officer discharging a firearm, either accidentally or intentionally, shall adhere to the following procedures:

- A. Determine the physical condition of any injured person and render First Aid when appropriate.
- B. Request necessary emergency medical aid.
- C. Notify the Departments Communications Center of the incident and location.
- D. The officer shall remain at the scene (unless himself injured) until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer at the scene might cause a more hazardous situation to develop (i.e, violent crowd), the ranking commanding officer at the scene shall have the discretion to instruct the officer to respond to another location.
- E. The officer shall protect his weapon for examination and shall submit said weapon to the appropriate investigator.
- F. The officer discharging the weapon shall promptly prepare a written report detailing the facts and circumstances of the discharge, and present the report to his supervisor. This also applies to cases where an injured animal is destroyed by use of a firearm.
- G. The supervisor shall determine if further investigation is necessary and shall, through the proper chain of command, advise the Chief of Police of the incident, who shall cause the thorough investigation and determine whether discharge of weapon shall be cause for disciplinary action.
- H. In the event of any accidental discharge, the officer must undergo an immediate re-qualification training prior to returning to full duty.

VIII. RESPONSIBILITIES OF COMMUNICATIONS PERSONNEL:

The notified communications personnel shall:

- A. Dispatch requested medial aid;
- B. Notify the on-duty supervisor;
- C. Notify the patrol commander;
- D. Notify the Chief of Police in the case of injury or death.

IX. RESPONSIBILITIES OF PATROL COMMANDER:

The Patrol Commander shall:

- A. Proceed immediately to the scene;
- B. Secure the scene;
- C. Render command assistance to the assigned investigators;
- D. Assist the involved officer(s).

X. RESPONSIBILITIES OF THE DETECTIVE DIVISION

The Detective Division shall conduct a thorough investigation of every shooting incident that results in injury or death. A detailed report shall be submitted to the Chief of Police.

- A. The Internal Affairs Unit shall conduct an investigation (subordinate to any criminal investigation) to determine:
 - 1. Whether the shooting was:
 - a. Within policy;
 - b. Out of policy;
 - c. Accidental.
 - 2. Training and considerations regarding:
 - a. Drawing and exhibiting firearms;
 - b. Firing a weapon.

3. The quality of supervision prior to, during, and after the incident.

B. The Internal Affairs Unit shall prepare a detailed written report of findings for the Chief of Police.

XII. LOSS OR THEFT OF FIREARM:

Following the loss or theft of a department or personally owned firearm the officer shall also immediately notify his immediate supervisor. A police report containing all facts and circumstances shall be prepared. A copy of the police report shall be forwarded to the Chief of Police through the chain of command.

XIII. NON-LETHAL WEAPONS - REGULATIONS:

A. This department limits the use of non-lethal weapons to the department issued baton and Oleoresin Capsicum products (Pepper Mace) issued by this department. Training in the use of the baton shall be provided at least once annually.

B. Although primarily a defensive tool, police officers may utilize the baton to strike a person or animal, but only in self-defense or after all reasonable means of subduing an arrestee have failed.

C. Oleoresin Capsicum products (Pepper Mace) issued by this department should also be considered a defensive tool that should be utilized in the use of force continuum between soft empty hand and hard empty hand control.

XIV. This directive is for departmental use only and does not apply in any criminal or civil proceeding. This directive should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for departmental administrative sanctions. Violations of law will form the basis for criminal and civil sanctions in a recognized judicial setting.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-5

EFFECTIVE:	JUNE 1, 1989	CANCELS:	
TO:	ALL PERSONNEL	INDEX AS:	BARRICADES; HIGH SPEED PURSUITS; PURSUITS
SUBJECT:	HIGH SPEED PURSUITS/ ROADWAY BARRICADES		

I. GENERAL:

The essence of a successful pursuit is to apprehend the violator. Yet it is far better to either delay the arrest or abandon the pursuit than to injure or kill anyone needlessly, including the police officer.

It is our policy to apprehend all persons who are attempting to evade arrest. However, it must be remembered that the anticipated results must be worth the risk. Therefore the pursuing officer is not to consider that he must continue a chase at all costs; and he shall discontinue the pursuit when the risk is greater than the situation would call for, based on the circumstances at the time.

The pursuing officer must consider the present danger, seriousness of the crime involved, length of pursuit, and the possibility of identifying the suspect at a later time when deciding whether to initiate and/or continue a high-speed pursuit. Additional factors to be considered include speed of vehicle, weather and traffic conditions, maneuverability and condition of the police vehicle, and road conditions.

II. DEFINITIONS:

For the purpose of this General Order, the following definitions shall apply:

- A. High Speed Pursuit - An attempt by a commissioned officer driving an authorized emergency vehicle at above normal speed to apprehend the occupant(s) of another moving vehicle that is resisting apprehension by maintaining or increasing speed of the vehicle and who is ignoring the officer's directions to stop.
- B. Authorized Emergency Vehicle - A marked Chesterfield Police Department vehicle equipped with a siren and roof-mounted emergency lights.
- C. Initial unit - The police unit initiating the high speed pursuit.
- D. Primary Unit - The police unit in closest proximity to the fleeing vehicle with primary responsibility for conducting the high-speed pursuit. The primary unit may or may not be the initial unit.

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- E. Secondary Unit - The second police unit involved in the high-speed pursuit.
- F. Caravanning - The operation of police units in a line or alongside each other in a high-speed pursuit.
- G. Paralleling - The operation of police units other than those involved in the high-speed pursuit, on streets parallel to pursuit route.

III. PROCEDURE:

A commissioned officer in an authorized emergency vehicle may initiate a high-speed pursuit where all of the following criteria are met:

- A. The subject exhibits the intention to avoid arrest by using a vehicle to flee the scene of an alleged felony which would normally require a full custodial arrest; and
- B. The subject operating the vehicle refuses to stop at the direction of a commissioned officer; and
- C. The subject, if allowed to flee, would present immediate danger or serious injury to human life.

The officer intending to make the stop should attempt to be within close proximity of the violator's vehicle before activating siren and red lights. Should a pursuit occur, seat belts shall remain fastened, loose items secured, and emergency equipment operated until the pursuit is terminated.

Unmarked police vehicle shall not engage in high-speed pursuits, but may follow a suspect at a reasonable speed and attempt to keep the vehicle under surveillance until an authorized emergency vehicle arrives.

When a decision has been made to initiate a high-speed pursuit, the initiating unit shall advise the dispatcher of the following:

- A. That a high-speed pursuit has been initiated;
- B. The street, direction, and speed of travel;
- C. Reason for pursuit;
- D. The identifying information regarding the pursued vehicle, i.e., color, year, make, body, license, etc.
- E. Number and description of occupants.

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The dispatcher shall immediately notify the station supervisor and the on-street supervisor and inform all units of the high-speed pursuit, and all radio communications shall be limited to emergency traffic until the pursuit is terminated. The street supervisor shall monitor the progress of the pursuit and has authority to order termination of the pursuit at any time he deems appropriate.

The primary unit shall be responsible for the arrest of the suspect(s) when the pursuit terminates. If the primary unit for any reason is unable to continue the pursuit, the secondary unit shall be responsible for deciding whether to terminate or continue the pursuit and have the dispatcher assign another secondary unit.

The number of pursuing units shall normally be limited to the primary and secondary units. All other units shall stand by unless specifically directed to assist.

Upon direction, other units in the area may take up strategic positions along the probable pursuit route and activate emergency red lights in an attempt to slow down the fleeing vehicle or alert other traffic at intersections of emergency conditions.

There shall be no caravanning by police units not involved in the pursuit, no paralleling of the pursuit route utilizing red lights or siren. Paralleling units shall be operated under normal patrol conditions only.

Under no conditions should assisting units fall in line behind the chase or use red lights and siren if two (2) cars are already pursuing the suspect, unless specifically requested to do so. This includes pursuits originating in another jurisdiction and passing through this city, in which participating would require supervisory approval.

Due to the inherent danger to the officer and innocent citizens, the following methods should not be employed in attempting to stop a fleeing vehicle:

- A. Attempting to force the suspect's vehicle from the roadway by driving alongside or in front of suspect;
- B. Attempting to slow or stop suspect's vehicle by positioning the police vehicle directly in front of suspect's vehicle;
- C. Firing shots at the pursued vehicle from the moving patrol vehicle.
- D. "Bumping" the suspect's vehicle in an effort to force it off the road. A supervisor, if available, shall respond immediately to the location of pursuit termination or scene of apprehension and shall assume responsibility for directing police actions of this department's members. The supervisor shall prepare a written report of the circumstance involved regarding the adherence to policy and procedure and submit same to the Office of the Chief of Police.

IV. BARRICADING ROADWAYS

Barricading a roadway must be considered as a force likely to result in death.

Therefore, barricading of a roadway to apprehend a felon shall be used only on command of a supervisor of the rank of Sergeant or above. Private vehicles are not to be used as a barricade.

If police vehicles are used as a barricade, the officer(s) shall not remain in the vehicle, but shall position himself in a safe location outside of the vehicle.

Emergency lights are to be activated on all police vehicles used as a barricade. Suspect vehicles failing to stop at a barricade are not to be fired upon, unless the occupant(s) of the vehicle represents a direct and immediate threat to the life or safety of the police officer or an innocent person, and then only as a last resort.

- V. This directive is for departmental use only and does not apply in any criminal or civil proceeding. This directive should not be construed as a creation of higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive will only form the basis for department administrative sanctions. Violations of law will form the basis for criminal and civil sanctions in a recognized judicial setting.

BY ORDER OF: _____

Ray Johnson, Chief of Police

Date

APPROVED BY: _____

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-6

EFFECTIVE: SEPTEMBER 7, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: PRISONER SEARCH
SUBJECT: PRISONER SEARCH SEARCHES

The purpose of this General Order is to establish procedure for the searching of prisoners.

I. DEFINITIONS:

- A. Search - to examine a person for something concealed, as by running one's hands over the clothing, through the pockets, etc.
- B. Strip Search - The removal or rearrangement of some or all of the clothing of a person so as to permit an inspection of the genitals, buttocks, anus, breasts, or undergarments of such person.
- C. Body Cavity Search - The inspection of a person's anus or genitalia, including but not limited to inspections conducted visually, manually, or by means of any physical instrument under sanitary conditions by a physician, registered nurse or practical nurse, licensed to practice in the State of Missouri.
- D. Commanding Officer - The senior officer on duty and in charge of police operations.

II. PROCEDURE

A. Search

Upon arrest (including a 12 hour hold) the police department shall conduct a search of the individual arrested and at that time shall include an inventory of all property on that person.

Any person taken into custody by an officer, including 12 hour holds, of this department shall be searched by a search of the person's outer clothing to protect the officer's safety from concealed weapons before being placed in a police vehicle. The person shall be transported to police headquarters, and shall again be searched and the property inventoried. Any evidence or contraband shall be seized and placed in a properly designated evidence locker.

B. Strip Searches

1. Persons arrested or detained for felony offenses may be subject to a strip search after obtaining written permission of the officer in command of the department at the time of the strip search. The officer conducting or causing the strip search shall complete the appropriate prisoner search form (Form CPD #14).
2. No person arrested or detained for a traffic offense, city ordinance violation or misdemeanor may be subjected to a strip search unless there is probable cause to believe that such person is concealing a weapon, evidence of commission of a crime or contraband.
3. If, in the judgement of the arresting officer, a strip search of a person in custody for a non-felony offense is necessary, the officer shall obtain the written permission of the Commanding Officer.
4. The strip search shall be conducted by a person of the same sex as the person being searched, and shall be conducted in an area where the search cannot be observed by any person other than the person physically conducting the search and a police department employee of the same sex.

C. Body Cavity Search

1. If probable cause exists to justify that a body cavity search be made of a person in custody for a felony that involved violence, the arresting officer shall obtain the written permission of the Commanding Officer.
2. If it appears necessary that a body cavity search be made of a person in custody for an offense which does not constitute a felony, a search warrant must be obtained. The arresting officer shall obtain the written permission of the Commanding Officer.
3. The prisoner shall be transported to a hospital emergency room where the body cavity search shall be conducted by a physician, registered nurse or practical nurse licensed to practice in the State of Missouri.

D. Prisoner Search Form

When requesting a strip search or body cavity search, the arresting officer shall complete the Prisoner Search Form and submit it to the Commanding Officer for approval. Any items discovered in the search shall be listed on the Prisoner Search Form and in the officer's report. A copy of the Prisoner Search Form shall be furnished to the person that was searched.

BY ORDER OF: _____

Ray Johnson, Chief of Police

Date

APPROVED BY: _____

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-7

EFFECTIVE: JUNE 1, 1989 INDEX AS: EMPLOYMENT OUTSIDE
OFF DUTY EMPLOYMENT
TO: ALL PERSONNEL PART-TIME EMPLOYMENT
REQUEST/PERMIT FOR
SUBJECT: SECONDARY EMPLOYMENT SECONDARY EMPLOYMENT
SECONDARY EMPLOYMENT

I. GENERAL:

The regulation of secondary employment is necessary to maintain an efficient organization that is mentally and physically alert. Public order and safety will thereby be better preserved. In addition, such regulation will prevent potential conflicts of interest and loss of public image because of the type of employment engaged in by Department personnel.

The purpose of this General Order is to establish regulations and procedures governing secondary employment privileges for Department personnel.

II. DEFINITIONS:

A. Secondary Employment shall be defined as any and all employment engaged in by any Department personnel during off-duty hours, holidays, vacation or recreation periods with any employer other than the Chesterfield Police Department, including a self-employed business.

B. Conflict of Interest means a conflict between a Department employee's personal interest (or the interest of his secondary employer) and the duty of the employee to the Police Department and to the public.

C. Part Time Employee: An employee of the department that works less than 1,000 hours per year.

III. APPLICATION PROCEDURE:

A. Prior to engaging in any secondary employment or business, full time employees shall complete the Request/Permit for Secondary Employment.

1. A Request/Permit for Secondary Employment form shall be completed in all cases.

2. The information on the application shall be complete and accurate as rendered by the applicant, and submitted to the applicant's supervisor who shall review and endorse the application recommending approval or disapproval. When disapproval is noted, the supervisor shall indicate the reasons. The application will be forwarded to the Chief of Police immediately.
 3. The decision rendered by the Chief of Police to permit or deny the application for secondary employment is final, however, an employee will be permitted to seek a review by the Chief of Police should a permit be denied.
 4. Upon approval of the Request/Permit for Secondary Employment, the employee will receive a copy of the form which will serve as the authorization to work.
 5. The Request/Permit for Secondary Employment Form when approved by the Chesterfield Police Department will be authorization to work for a period of not more than one (1) calendar year, or until termination of the specific employment which was authorized. All permits shall expire December 31 of each year. Any secondary employment performed after expiration of the permit will be deemed to be without permission. The permit also authorizes only such work as specifically designated on the permit.
 6. As permits to work secondary employment expire on December 31 of each year, renewal of the permit may only be accomplished by resubmitting a new form (CPD-7-B). Permits approved prior to the effective date of this General Order shall expire on December 31, 1991.
- B. Part time employees shall provide the department with the information contained in the Request/Permit For Secondary Employment (CPD-7-B).

IV. DEPARTMENTAL RESPONSIBILITIES:

- A. Commissioned Employees - A police officer, while engaged in secondary employment, shall at all times take proper action on any offense or condition of which he has, or acquires knowledge and which normally would require police attention including arrest and the making of reports.

- B. All Full Time Department Employees - In all cases of secondary employment, the primary duty, obligation, and responsibility of a Department employee is at all times to the Department. Therefore, if Department employees are required to report to duty during off-duty days or to work overtime, secondary employment will not conflict with those primary duties and responsibilities to the Department.
- C. Part Time Employees - Part time employees are expected to work as scheduled. If a conflict arises, the part time employee's supervisor shall be notified as soon as possible if the part time employee is to be absent.

V. REQUIREMENTS OF SECONDARY EMPLOYMENT

- A. The following rules and regulations shall govern all Department employees engaged in secondary employment. Violations thereof may result in cancellation or revocation of the working permit. Any remedial action taken pursuant to the provisions of this General Order shall not be considered as disciplinary action and shall not preclude the Chief of Police from taking formal disciplinary action in appropriate cases.
- B. No employee shall work:
 - 1. At any employment or in any location which will tend to bring the Department into disrepute or to reduce his/her efficiency or usefulness as a Department employee;
 - 2. In any employment requiring any affiliation, membership or allegiance tending to influence his/her conduct in a manner inconsistent with the proper discharge of duties as a police officer or with responsibility to the Department or in the public interest;
 - 3. In a police uniform at the performance of tasks other than of a police nature, and then only in or on such premises or places as are approved by the Chief of Police;
 - 4. In any business or location where the manufacture, transportation or sale of alcoholic beverages or beer is the principal business;
 - 5. In any employment involving the towing of vehicles, or for any business or service which has a contract with the Chesterfield Police Department;
 - 6. In any employment requiring the service of civil process either full or part-time;

7. On investigations or other work in which the employee may avail himself of access to police information, records, files or correspondence. As a private investigator or private detective or in any other capacity where the primary purpose of such employment is to gather information for, or appear as a witness in a civil or criminal action.
 8. For any other municipality or state office at a police task or within a municipality at a police task;
 9. For a business or company that is on strike;
 10. In excess of a total of 24 hours per calendar week at secondary employment; (NOTE: Does not pertain to part time employees)
 11. As a uniformed private watchman or security officer of a private security agency, security firm or security corporation, or as an investigator for another government agency. This does not preclude employment in a security capacity with a firm not engaged in the provision of security services as its primary function.
- C. Secondary employment is prohibited during those hours when a Department employee is being paid by the City of Chesterfield, to include the following:
1. Sick leave.
 2. Scheduled duty hours.
 3. Non-duty or duty disability leave.
- D. All employees shall comply with the Federal and State guidelines for reporting of income from secondary employment for income tax purposes.
- E. The City of Chesterfield shall not reimburse employees engaged in those activities related to arrests made during secondary employment, including court appearances, warrant application, and report writing, where secondary employment consists of performing a police task.

VI. CONFLICT OF INTEREST, REMOVAL FROM ASSIGNMENT:

If, after a Department employee has entered upon a secondary employment, a conflict or imminent conflict arises between the employee's police duties and the interest of his secondary employer, the employee shall be removed from any case, investigation or other matter involving the secondary employer, and another Department employee shall immediately be assigned in his/her place.

It shall be the duty of all department employees to report to their supervising officers the fact of such a conflict or imminent conflict of interest exists or may exist. All cases of such actual or imminent conflict of interest shall also be reported forthwith, through channels, to the Chief of Police.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my Supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER NO. 89-8

EFFECTIVE: JUNE 1, 1989
TO: ALL PERSONNEL
SUBJECT: OFFICE OF THE CHAPLAIN

INDEX AS:
Chaplain

CANCELS:

The purpose of this order is to describe the role, qualifications and responsibilities of the Department Chaplain.

GENERAL:

The Office of the Chaplain exists in order to provide an avenue for the department employees to obtain counselling and spiritual guidance, and to encourage community support for law enforcement objectives.

PROCEDURE:

I. DESCRIPTION - OFFICE OF THE CHAPLAIN

- A. The Office of the Chaplain shall consist of one or more police Chaplains, who shall have religious training in and represent the Catholic, Protestant or Jewish faith. The Office shall be under the administrative direction of the Chief of Police.
- B. Chaplains shall be appointed by the Chief of Police for a period of three (3) years. Upon completion of the period, the Chaplain(s) shall be reappointed at the discretion of the Chief.
- C. Chaplains shall receive a Chaplain badge and department identification card. The identification card shall be carried at all times.
- D. Chaplains shall serve on a voluntary basis, receiving no compensation for performance of duties.

II. QUALIFICATIONS

- A. Those persons appointed as department Chaplains shall be:
 1. An ordained minister, priest, or rabbi; a graduate of a theological institution recognized by their religious affiliation and have a minimum of two (2) years experience as an active clergyman of their denomination. All Chaplains must have official approval from their immediate superior (where applicable) prior to their appointment.

2. Be a resident of St. Louis County, Missouri.
3. Possess considerable knowledge of problems that are unique to the police profession, possess the ability to counsel effectively while maintaining a practical working relationship with the department employees, and perform community relations activities aimed at developing citizen rapport with the department, and be knowledgeable of the employee assistance program.

III. RESPONSIBILITIES AND DUTIES OF THE DEPARTMENT CHAPLAIN

A. The primary responsibilities of the department Chaplain are to provide counselling and spiritual guidance to members of the department, their families, and:

1. Be available on a twenty-four hour basis to provide assistance in the event of serious illness, injury, or death.
2. Conduct religious services at departmental functions; e.g., graduations, swearing-in ceremonies, memorial services, prayer breakfast, and other similar events.
3. Formulate presentations for departmental training programs to convey the necessity for high moral, ethical, and professional standards.
4. Participate in the ride-along program as observers and advisors in community relations and minority group problems.
5. Represent the department in cooperative efforts with other community agencies in combating illegal and immoral conduct.
6. Perform other duties as requested by the Chief of Police.

B. Chaplains may utilize department equipment to assist them in performing their duties, as authorized by the Chief of Police.

C. Should the need arise for the assistance of a department Chaplain, the Chaplain may be contacted directly by the employee or through the office of the Chief of Police. At the employee's discretion, any assistance from a department Chaplain shall remain strictly confidential.

BY ORDER OF: Chief Ray Johnson 7-5-89
Ray Johnson, Chief of Police Date

APPROVED BY: Michael Herring 7/5/89
Michael Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions
I might have have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-9

EFFECTIVE: JUNE 1, 1989 INDEX AS:
Aids
TO: ALL PERSONNEL
SUBJECT: ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

The purpose of this General Order is to familiarize members of the Chesterfield Police Department with the disease AIDS and to establish policy and procedure for handling suspected carriers of the disease and biological evidence.

DEFINITIONS:

AIDS: Acquired Immune Deficiency Syndrome is an infectious viral disease which damages the body's immune system.

GENERAL:

A. EXPOSURE TO COMMUNICABLE DISEASES

1. AIDS is a blood borne disease that may be transmitted by any practice or activity that involves any direct mucous membrane or bloodstream contact with an infected person's body fluids.
2. Some of the more confirmed practices that present the greatest risk of transmission are:
 - a. Sexual contact with an infected person.
 - b. The use of contaminated blood or blood products for transfusion.
 - c. the sharing of contaminated needles for the injection of drugs.
 - d. Through human bites or through openings in the skin (i.e., cuts, sores, abrasions, etc.) which are exposed to contaminated blood or body fluids.
 - e. Accidental needle sticks while searching people or places.
3. The mere handling of an arrested person does not constitute an exposure. For an actual exposure to occur, at least one of the above conditions must be met.

B. REPORTING PROCEDURE

An employee who believes he has been exposed to an infections disease shall:

1. Gather information about the person involved. This information shall include name, date of birth, any medical information legally available, where the person is now, and what led the employee to believe the person has an infections disease.
2. Contact his/her supervisor immediately. An Illness/Injury Report shall be made.
3. Contact one of the local hospital emergency rooms and advise the doctor of all the facts about the exposure. Follow the doctor's instructions.
4. If an employee believes he has been exposed to an infectious disease, he shall contact the on duty supervisor. After doing so, the employee shall follow the procedures outlined in this section.

C. RECOMMENDED PRECAUTIONS

While the skin is the most effective barrier to infection, generally accepted good hygiene practices are the best preventive measures against the transmission of the AIDS virus, as well as other infectious diseases. The following precautionary practices are also recommended:

1. Wash thoroughly with soap and water all areas of the body which have come into contact with body fluids.
2. Properly bandage all open wounds. Change any bandage or dressing which becomes wet or soiled.
3. When handling a suspected victim, particularly if open cuts or lesions are present, or when there is the possibility of contact with the body fluids of the victim, personnel should wear disposable rubber gloves. In such cases, soiled gloves will be turned inside out and wrapped with other contaminated items in paper appropriately marked as contaminated items and placed in a trash receptacle.
4. Personnel should take care not to blindly place hands in areas where there may be sharp objects that could puncture the skin. To prevent needle-stick injuries,

personnel are advised to not attempt to recap or otherwise manipulate a needle or syringe by hand. If a needle or syringe is not critical to a case do not even handle or collect it.

5. Personnel who receive a laceration, or are bitten, or spat upon while handling a person suspected of having AIDS, should wash the area thoroughly with soap and water. Rubbing alcohol may also be used to disinfect a wound.
6. If uniforms or clothes are soiled, normal washing or dry cleaning will destroy the virus.
7. Identification Officers should carry bags of varying sizes which may be used for the collection and storage of evidence which may be contaminated. All suspected contaminated evidence shall be clearly marked to inform evidence processing personnel that the contents may be contaminated.
8. Disposable rubber gloves shall be worn when handling blood or other body fluids, regardless of whether such fluids are wet or dry.
9. All urine collected shall be placed in the proper vials supplied by the crime lab to prevent leakage, not in bottles or cups.

D. DETENTION OF SUSPECTED AIDS CARRIERS

1. The Commander of Operations shall be notified upon placing a suspected AIDS carrier in jail.
2. Suspected AIDS carriers, as well as all persons suspected of having an infectious disease, shall be isolated in a single cell. This person's jail card shall be clearly marked as such.
3. Persons in obvious need of medical attention shall be transported to a St. Louis County clinic or regional hospital.
4. Cell blocks, holding rooms, and vehicle areas contaminated by blood or other body fluids shall be cleaned immediately following the persons release and prior to confining another arrestee in the same area.

BY ORDER OF: Chief Ray Johnson 7-5-89
Ray Johnson, Chief of Police Date

APPROVED BY: Michael B. Herring 7/5/89
Michael Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions
I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-10

EFFECTIVE: JUNE 1, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: BUSINESS PATROL
COMMERCIAL OVERLAY
PATROL
SUBJECT: BUSINESS PATROL PROGRAM

I. PURPOSE

The purpose of this General Order is to establish and set uniform guidelines for a business patrol program for the Chesterfield Police Department. The purpose of the program is to augment patrol at major shopping centers, hotels and adjacent strip shopping areas, which experience a high volume of citizenry traffic. The patrols will supplement current police service by increasing business visits, instituting an awareness of police presence, and reducing the opportunity for crime.

II. DUTIES AND RESPONSIBILITIES

- A. Respond to radio directed assignments within the geographic boundaries of the program and complete such assignments.
- B. Reduce the opportunity for crime by performing self-initiation enforcement activity within the assigned areas.
- C. Complete a minimum of six 30 minute foot patrols each tour of duty. A "Foot Patrol" is defined as physically walking through or inside a group of commercial business establishments, i.e., Chesterfield Mall, Clarkson Square, Doubletree Hotel,, or any other designated by the Chief of Police. Approximately 50 percent of all working hours should be "on foot."
- D. Officers assigned to this program are not permitted to leave the assigned area without the permission of an on-duty supervisor.
- E. Officers assigned to this program will report to an be under the direct supervision of the on-duty watch commander. If the need arises, business patrol officers shall, handle assignments when additional patrol units are not available.
- F. Officers assigned to this program shall compile and maintain statistics relative to their assignment and shall report monthly on their activities.

III. DUTY HOURS

- A. The duty hours of this program are flexible. For purposes of staffing, one officer will be assigned to work days (10:00 AM - 6:00 PM) and one to work evenings (6:00 PM - 2:00 AM). It should be noted that the evening shift officer will be assigned normal patrol duties after the hour of 10:00 PM.
- B. Both officers shall work five days per week with rotating recreation days.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-11

EFFECTIVE: JUNE 1, 1989 CANCELS:
TO: ALL UNIFORM PERSONNEL
SUBJECT: WATCH CHANGE AND ROLL CALL INDEX AS:
ROLL CALL
WATCH CHANGE
WORKING HOURS

I PURPOSE

The purpose of this General Order is to establish and set uniform guidelines on the procedures and hours of roll call for uniform officers.

II HOURS OF ROLL CALL

For organizational purposes, the department's day is divided into three watches:

Day Watch - 7:00 AM - 3:00 PM
Evening Watch - 3:00 PM - 11:00 PM
Midnight Watch - 11:00 PM - 7:00 AM

Twenty minutes prior to watch change, the on-coming and off-going watch supervisors will report to the squad room area. They will discuss pertinent information of events occurring in the prior sixteen hours and exchange information.

Fifteen minutes prior to watch change, all officers of the on-coming watch will report to the squad room area with proper equipment, ready for duty. They will be seated and prepared to take notes.

III DUTIES AND RESPONSIBILITIES

Roll call will then be conducted by the off-going watch supervisor, as follows:

- 1) Information concerning calls handled during the prior eight hour tour of duty.
- 2) Advise of recent teletype messages and likelihood of police actions that might arise in the next tour of duty.
- 3) Advise of any prisoners (if people are in custody).
- 4) Relay information concerning equipment failures, deadlines, etc.

The oncoming watch supervisor will then take over roll call and do the following:

- 1) Assign his/her personnel to proper sectors, details, or any special assignments.
- 2) Pass on information from the desk book.
- 3) Conduct uniform inspection on a schedule determined by the Chief of Police.
- 4) Assign equipment (cars, walkie-talkies, radar units, etc.)
- 5) Conduct roll call training in accordance with training policy.
- 6) Enter sector plan (AP), and any other pertinent information into the Computer Aided Dispatching System.

Upon completion of watch change, all radio assignments will be given to the oncoming squad. Non-emergency calls requiring investigation and reports, received fifteen minutes prior to watch change (6:30 AM, 2:30 PM, 10:30 PM) may be given to the on-coming watch.

Off-going officers, upon arrival at the station will stand by on the rear lot until such time as they are relieved by on-coming officers. The off-going officers will then report to the squad room at police headquarters.

The on-coming officer will then inspect, load, and check his/her equipment and proceed to his/her sector or assignment for duty. Prior to leaving the station, he/she will radio the communication center and advise the following:

- 1) His/her call code designator
- 2) His/her status as in-service
- 3) His/her assignment
- 4) Place the off-going unit 10-42 (end tour of duty).

Vehicles not utilized by the on-coming watch will be secured by the off going officer by turning off all electrical equipment, closing all windows, locking the shotgun, and securing all doors.

The same procedure will apply to officers making relief at the Chesterfield Mall Sub-Station except they will report for roll call at 0700, 1500, and 2300 and make relief at 15 minutes past the hour.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-12

EFFECTIVE:	JUNE 1, 1989	CANCELS:	
TO:	ALL PERSONNEL	INDEX AS:	ARREST PROCEDURE ORDINANCE VIOLATIONS, PHYSICAL ARREST, SUMMONS, SUMMONS IN LIEU OF ARREST
SUBJECT:	ARREST PROCEDURE/ SUMMONS IN LIEU OF ARREST		

SUMMONS IN LIEU OF FULL CUSTODY ARREST

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 Chesterfield City Ordinance.

I. 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 Chesterfield 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.
- C. The Chesterfield City Ordinance Violation Summons shall not be issued in the following instances:
 1. City Traffic Code Violation (Missouri Uniform Traffic Ticket serves as summons).
 2. Violators who neither reside nor are employed in St. Louis City or St. Louis County, or the adjacent counties Jefferson, Franklin, St. Charles, regardless of the charge.
 3. When the violation is drug related (possession of marijuana, paraphernalia, etc.).

II. GUIDELINES FOR USE OF THE SUMMONS

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

- A. When the violator is a juvenile.

GENERAL ORDER 89-12

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- B. When physical force is employed in effecting an arrest.
- C. If there is a reasonable likelihood that the violation would continue or occur, or if an individual or property would be endangered by the violator's continued presence on the scene.
- D. 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/she claims to be, taking into consideration the nature of the identification presented and the circumstances of the violation involved.
- E. 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.
- F. 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 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/she 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.
 - 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. Public consumption of alcohol
- 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 \$150.00 (shoplifting)
- I. Zoning code violations
- J. Any other Ordinance violation stipulated by the Chief of Police

III. 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.

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- B. The officer will then give the defendant his/her copy of the summons explaining the charge and court date.
- C. A police 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/her approval.
- E. The summons will then be routed to the Court Clerk for entry into the REJIS system and scheduled for trial.
- 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 summons issued shall be set on the same court date.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-13

EFFECTIVE: JUNE 1, 1989

CANCELS:

TO: COMMAND STAFF

INDEX AS: Personal Vehicles
Take Home Vehicles
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 a "take home" unmarked vehicle will be provided to facilitate contact with the department, and to respond as required.

III. ASSIGNMENT OF VEHICLES

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

1) Commander 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.

2) Commander of the Bureau of Support Services

This officer in addition to his administrative duties, will serve as the Director of Emergency Preparedness for the department and will coordinate all related activities regarding natural and man-made disasters.

In addition, he/she will serve as this department's representative to the St. Louis County-wide Code 1000 administrative program and, on behalf of the Office of the Chief, will make routing on-sight patrol inspection of police activities to assure compliance with established rules and procedures.

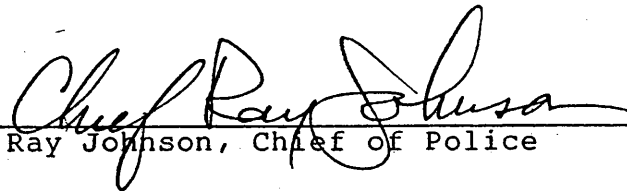
3) Commander of the Bureau of Criminal Investigations

This officer will supervise the criminal investigation division with responsibilities for all crime scene preservation and processing and all follow up investigations to crimes occurring within the City. His duties will require his immediate response at all hours of the day and night to take charge of such crime scenes and investigations.

IV. ORIGIN OF VEHICLES

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.

BY ORDER OF:


Ray Johnson, Chief of Police

7-5-89
Date

APPROVED BY:


Michael G. Herring, City Administrator

7/5/89
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-14

EFFECTIVE:	JUNE 1, 1989	CANCELS:	
TO:	ALL PERSONNEL	INDEX AS:	BANKED TIME PAYBACK TIME
SUBJECT:	SCHEDULED WORK HOURS		SCHEDULED WORK TIME

The purpose of this General Order is to establish and advise all department personnel of the scheduled work hours of the various assignments within the department. All personnel herein, with the exception of the Patrol Division, shall work five (5) days on, two (2) days off each week.

I. NON-COMMISSIONED PERSONNEL

- A. Clerical. Assigned to the 8:00 AM to 5:00 PM shift with a one (1) hour lunch period included. NOTE: Record room personnel may also be assigned to alternate shifts as designated by the supervisor.

II. COMMISSIONED PERSONNEL

- A. Staff. Bureau Commanders, OIC of Detective Division, and Crime Prevention/Analysis, 8:00 AM to 5:00 PM.
- B. Traffic Division. Shall work an eight (8) hour shift with a one-half (1/2) hour lunch period included, as designated by the OIC of the Traffic Division.
- C. Detective Division. Shall work an eight and one-half hour shift with a one (1) hour lunch period included, as designated by the OIC of the Detective Division.
- D. Patrol Division. Assigned to three (3) rotating shifts, shall work either 7:00 AM to 3:00 PM, 3:00 PM to 11:00 PM, or 11:00 PM to 7:00 AM, with a one-half (1/2) hour lunch period included within the eight hour shift, working a six (6) day on, three (3) day off schedule. This schedule constitutes a reduction in the average work week from 40 to 37.5 hours. This time, 2.5 hours average per week, is to be "banked" or held in reserve by the department to be used in specific instances in lieu of overtime. The use of the "banked" time as opposed to overtime is not to exceed eight (8) hours per officer in a seven day work week (Sunday through Saturday), and will only be used in those instances in which the officer is given advance notice of an event/occurrence at which his presence is required, i.e.:
1. In-service training/firearms qualification
 2. Special operations/functions such as Chesterfield Days, etc.

GENERAL ORDER 89-14

Page 2

3. Special briefing sessions or any other function designated by the Chief of Police when sufficient advance notice can be given to the officer(s).

Time shall be charged against actual "banked" time only, and in no instance shall an officer be required to work overtime and that time be charged to anticipated "banked" time. "Banked" time shall continue to accumulate during the officers tenure, however, the City will waive the repayment of "banked" time upon separation of employment.

Any personnel not specifically mentioned in this order, such as business patrol, "X-Cars," and patrol commanders, are subject to hours and days as scheduled by the officer in charge of the respective Bureau or Division to which assigned.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-15

EFFECTIVE: JUNE 1, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: LOCKED VEHICLES
SUBJECT: OPENING OF LOCKED VEHICLES

The purpose of this General Order is to outline policy and procedure for the opening of locked vehicles by members of this department upon request of the vehicle owner.

I. GENERAL

It shall be the policy of this department to assist the public upon request with the opening of locked vehicles, if such can be accomplished within the guidelines herein established, by the following procedure.

II. PROCEDURE

Upon request for service, the requesting party shall be advised by the dispatcher/officer receiving the request that no attempts will be made to unlock any vehicle that has electronic windows and/or door locks.

Any attempt to open a locked vehicle by members of this department shall be with the appropriate tools issued and provided by this department. No make-shift tools such as coathangers, etc. are to be used. A request for police assistance to open locked vehicles shall be considered a low priority call. The dispatcher, upon receipt of such a request, should avoid indicating any immediate responses or time of arrival of the police officer; rather, the caller shall be advised that a car is or is not available at this time and response will be made when the officer is available to do so.

A. Exceptions

The above stated procedures shall be followed except when extenuating circumstances exist. Such extenuating circumstances may include, but are not necessarily limited to, the following conditions:

1. A locked vehicle is blocking and/or impeding the smooth flow of traffic.
2. The vehicle has been locked with the keys inside and the motor running and such condition is determined to be a hazard or in some way suggests the need for immediate action.
3. A child or animal is locked in the vehicle.

4. Any other circumstance which leads the dispatcher and/or the police officer to believe that the situation warrants emergency and/or immediate action.

B. Note

1. Before attempting to unlock any vehicle, the officer will ascertain that the person requesting the service is in fact the owner or is authorized to request the service. Officers will not assist with the civil repossession of a motor vehicle.
2. Before attempting to unlock any vehicle the owner shall be required to sign a lockout waiver form and the officer shall inform the person requesting the service that he, the officer, will make such an attempt only with the full understanding on the part of the person requesting the service that neither, he, the officer, nor this department assumes any responsibility or liability for any possible damages to the vehicle or the locking mechanism. If upon review of the situation, the officer decides such an attempt cannot be safely made without damage to the vehicle, he shall have the discretionary authority to refuse to make such an attempt. The officer, upon deciding not to attempt such entry into the vehicle, may, at his discretion, allow the person requesting the service to use the department issued tool to attempt entry into the vehicle on his own.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER NO. 89-16

EFFECTIVE: JUNE 1, 1989

CANCELS:

TO: ALL PERSONNEL

SUBJECT: COMPLAINTS OF
EMPLOYEE MISCONDUCT

INDEX AS:
Complaints
Employee Misconduct
Internal Investigation

I. GENERAL:

The objective of this Order is to provide citizens with a fair and effective avenue for redress of their legitimate grievances against members of this department, and by the same token, to protect officers and other employees from false charges of misconduct or wrongdoing and provide accused employees with due process safeguards. This department seeks to maintain its integrity and that of its employees. In doing so, the department shall not hesitate to impose disciplinary actions on guilty employees who prove unfit, and to dismiss unjustified allegations against innocent employees.

It is the policy of this department to accept and investigate all complaints of employee misconduct or wrongdoing from any citizen or department employee. Following a thorough and impartial examination of the available factual information, the allegations shall be determined to be true or false. If the allegation is determined to be true, the employee shall be found guilty or innocent of the allegation. The employee shall be disciplined according to the severity of the incident.

II. PROCEDURE:

Complaints shall be accepted from any source, whether made in person, in writing, or by telephone. Individuals are encouraged to submit their complaints in person in order to obtain as complete a report as soon as possible after the incident. In cases in which the complainant cannot file the report in person, department personnel shall visit the individual at his/her home, place of business or hospital in order to complete the report.

Complaints shall be accepted from anonymous sources, and persons under arrest in police custody as long as the complaint contains sufficient factual information to warrant an investigation. Each complaint shall be investigated to its logical conclusion and the investigation results properly placed into the appropriate category of completed cases.

Individuals who file written complaints or those made by telephone shall receive a written confirmation of the receipt of their complaint, signed by the Officer in Charge of Internal Affairs Investigations. Persons signing a complaint alleging excessive use of force shall be asked to sign a form authorizing release of their relevant medical records to this department.

While encouraging the filing of legitimate complaints against employees as a means by which they can be held accountable to the public, the department simultaneously seeks to hold members of the public responsible for the filing of false and malicious allegations against employees. In cases of this nature, the complainants will be informed that appropriate legal proceedings will be instituted to remedy such action.

Complaints shall be referred to the Office of the Chief of Police where they will be recorded in a central log, assigned a unique case number and assigned to the employee's supervisor or the Officer in Charge of Internal Affairs for investigation. When a complaint is received by the Internal Affairs Unit, the accused employee will be notified in a confidential manner of the essential information of the complaint. As soon as possible and when necessary, the accused employee shall be provided with a copy of the complaint.

The assigned investigator shall interview the complainant, all witnesses and the accused employee, as well as review relevant reports, activity sheets, etc. All questioning sessions may be tape or video recorded. Accused employees may be required by the Chief or Police to submit to a polygraph examination.

The investigator shall consider all relevant documents, testimony and evidence in order to determine what happened. he/she shall prepare a summary report that provides a complete account of the situation. Gaps or conflicts in evidence and testimony shall be so noted and the investigator shall not draw conclusions of fact from them.

The investigator shall then prepare a report summarizing the matter and determining if the complaint is sustained. The report shall be forwarded through the appropriate chain of command to the Chief of Police.

In cases where the internal investigation indicates the possibility of a criminal act on the part of the employee, the matter shall be referred to the Prosecuting Attorney.

At the end of the report, the investigator shall state a conclusion of fact for each allegation of misconduct from among the following dispositions:

Proper Conduct: The allegation is true, but the action of the department or the employee was consistent with department policy.

Improper Conduct: The allegation is true and the action of the department or employee was inconsistent with departmental policy.

Insufficient Evidence: There is insufficient evidence to prove or refute the allegation.

Unfounded Complaint: Either the complaint is demonstrably false or there is no credible evidence to support it.

If the investigator concludes that the conduct of any employee was improper, he/she shall cite in the disposition report the department rule, procedure or General Order which was violated. He/she shall also note any mitigating circumstances surrounding the situation, such as unclear or poorly drafted department guidelines.

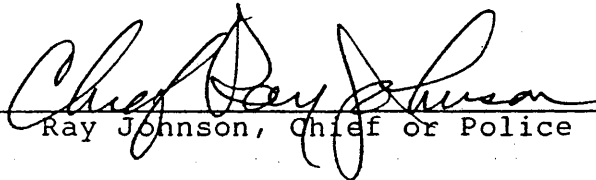
III. IMPOSITION OF A DISCIPLINARY ACTION:

Following the determination of a sustained complaint of employee misconduct, the department shall act swiftly and deliberately to impose a proper and just disciplinary action on the employee in accordance with departmental guidelines.

The disciplinary action to be taken shall be determined by the seriousness of the incident. It shall be commensurate with the circumstances surrounding the total incident and with the employee's service record or prior sustained complaints. If the complaints were for similar or identical incidents of misconduct as the current offense, the disciplinary action shall be more severe than for the first offense.

Conclusion of fact and of the imposed penalty shall be noted in the employee's personnel file after he/she has had the opportunity to read, enter comments upon in the space provided, and sign.

BY ORDER OF:


Ray Johnson, Chief of Police

7-7-89
Date

APPROVED BY:


Michael G. Herring, City Administrator

7/7/89
Date

cc: City Attorney

GENERAL ORDER 89-16

Page 4

I have read and understand this General Order. Any questions I might have have been satisfactorily answered by my supervisor.

CHESTERFIELD POLICE DEPARTMENT
ALLEGATION OF EMPLOYEE MISCONDUCT

1. COMPLAINANT

Name _____ Age _____ Sex _____

Address _____ Phone No. _____

Place of Employment _____ Phone No. _____

2. EMPLOYEE INVOLVED IN COMPLAINT

Name _____ Rank _____

DSN _____ Assignment _____

3. COMPLAINT

Date and Time of Incident _____

Location of Incident _____

Nature of Complaint _____

Statement of Complainant _____

Statement of Complainant _____

4. WITNESSES

Name _____ Phone No. _____

Address _____

Place of Employment _____

Name _____ Phone No. _____

Address _____

Place of Employment _____

Signature of Complainant

Date and Time of Report

Officer Receiving Complaint

(Additional statement or additional witnesses may be set out on the other side.)

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-17

EFFECTIVE: JUNE 1, 1989 INDEX AS: JAIL
MEDICAL BILLS
TO: ALL PERSONNEL PRISONERS
SUBJECT: MEDICAL BILLS FOR INDIVIDUALS
IN POLICE CUSTODY

The purpose of this General Order is to establish procedure for the medical cost of individuals in police custody.

I. GENERAL

In order to meet its constitutional obligations, the City of Chesterfield Police Department will guarantee payment of medical bills of individuals in police custody when such guarantees are necessary to obtain needed medical treatment.

II. PROCEDURE

In order to minimize cost, the following procedure will be followed when individuals in police custody require medical treatment.

A. Protective Custody

Incapacitated or intoxicated individuals on protective holds will be released from custody to a family member or other responsible individual and transported for medical treatment.

B. Ordinance Violations

Unless extenuating circumstances exist, individuals under arrest for ordinance violations will be issued a summons, released from custody and transported for necessary medical treatment.

C. Municipal Court Sentence

Arrangements may be made with the Municipal Court Judge to secure the release of an individual serving a Municipal Court sentence when necessitated by the medical needs of the individual. The Chief of Police or a Bureau Commander will determine whether to petition the Judge for such release. In the event the Municipal Judge is not available, the Chief of Police will determine whether the prisoner is to be released and transported for necessary medical treatment.

D. State Offenses

1. Individuals under arrest for state offenses, prior to issuance of a warrant, may be issued a summons (in the case of state traffic offenses) and released from custody or released from custody pending warrant application, and transported for medical treatment. The Chief of Police or a Bureau Commander will, based on the circumstances, determine whether or not the individual is to be released.

2. Individuals being held on the authority of a state warrant are the responsibility of the issuing authority. The issuing authority is to be contacted, and such prisoners transported for necessary medical treatment. The City of Chesterfield Police Department will not assume the responsibility for the payment of the medical bills.

E. Holds For Other Authorities

Individuals being held in the City of Chesterfield holdover for other law enforcement agencies will receive medical treatment upon the authority of the arresting agency. The City of Chesterfield Police Department will not assume the responsibility for the payment of their medical bills.

F. Endangerment To Health

Emergency medical treatment, as necessary, will be sought for every individual in custody of the Chesterfield Police Department regardless of their prisoner status. When delay in securing an individual's release could jeopardize that individual's medical condition, medical treatment shall be obtained and the medical bills will be guaranteed by the City of Chesterfield.

G. Transportation

Individuals in police custody will be transported for medical treatment, as necessary, by department vehicle or ambulance. Arrested individuals in need of medical treatment are not to be released from police custody without providing the necessary transportation or transportation arrangements to secure medical care.

BY ORDER OF:

Ray Johnson, Chief of Police

Date

APPROVED BY:

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

1. A fatality or serious injury occurs.
 2. Multiple car accidents, e.g., three or more.
 3. A city-owned vehicle is involved.
 4. Police pursuits or other police action involving an accident.
 5. When deemed necessary by a supervisor.
- B. Off duty Traffic Division personnel may be called out, when no traffic person is on duty, to investigate the following motor vehicle accidents:
1. A fatality occurs.
 2. A city-owned vehicle is involved, unless there are no injuries and damage is minor in nature and no other extenuating circumstances exist.
 3. Police pursuits or a other police action involving a motor vehicle accident.
 4. When deemed necessary by a supervisor.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER NO. 89-19

EFFECTIVE: JUNE 1, 1989

INDEX AS:
Drug Testing

TO: ALL PERSONNEL

SUBJECT: EMPLOYEE DRUG TESTING

The purpose of this Order is to establish a drug testing policy and procedure for members of the Chesterfield Police Department.

DEFINITIONS:

- A. Employee: All personnel employed by the Chesterfield Police Department, both sworn and civilian, including police reserves.
- B. Sworn Employee: All commissioned employees including ranking officers.
- C. Supervisor: Both sworn and civilian employees assigned to a position having day to day responsibility for supervising subordinates or responsibility for commanding a work element.
- D. Drug Test: A test, administered under approved conditions and procedures to detect drugs.
- E. Reasonable Objective Basis:
 - 1. Having more evidence for than against; or
 - 2. An apparent state of facts and/or circumstances found to exist upon inquiry by the supervisor, which would induce a reasonable intelligent and prudent person to believe the employee was under the influence or using drug/narcotics; or
 - 3. A reasonable ground for belief in the existence of facts or circumstances, warranting an order to submit to a drug test.

GENERAL:

- A. Department employees shall not take any narcotics or dangerous substances unless prescribed by a person licensed to practice medicine. Employees who are required to take prescription narcotics or dangerous substances shall notify in writing their immediate supervisors of the medication prescribed and the nature of the illness or injury. This explanation will be forwarded to the Chief of Police and maintained in the employee's personnel file. Any statutory defined illegal

use of drugs by an employee, whether at or outside police employment, will not be tolerated.

- B. All property belonging to the department is subject to inspection at any time without notice as there is no expectation of privacy.
 - 1. Property includes, but is not limited to, police owned vehicles, desks, containers, files and storage lockers.
 - 2. Employee-assigned lockers (that are locked by the employee) are also subject to inspection by the employee's supervisor and when searched, are to be done so in the presence of the employee. The supervisor shall notify the Commander of Operations, Commander of Services or the Chief of Police prior to or as soon as practical after the inspection.
- C. Police employees who have reasonable basis to believe that another employee is illegally using drugs or narcotics shall report the facts and circumstances immediately to their supervisor.
- D. Failure to comply with the intent or provision of this General Order may be used as grounds for disciplinary action. Refusal by a police employee to take the required drug test or follow this General Order will result in immediate relief from police duties pending disposition of any administrative personnel action.

PROCEDURE:

- A. Applicants for the Position of Sworn Police Officer (including Reserve Officers). All applicants shall be routinely tested for drug or narcotic usage as a part of their pre-employment medical examination. The testing procedure and safeguards set forth in this order shall be followed by the examining physicians and others involved in the testing procedure.
 - 1. Refusal to take the test or test results reporting a presence of illegal drugs or narcotics (or the use of non-prescribed drugs) shall be the basis of discontinuing an applicant from the selection process. Any use or possession that constitutes a felony shall preclude any further consideration for employment.
 - 2. Applicants found to be involved in the illegal sale, manufacture or distribution of any drug/narcotic will be permanently rejected.
 - 3. Applicants demonstrating addiction to any drug/narcotic will be permanently rejected.

4. Any improper use of any drug/narcotic by an applicant within 6 months prior to application will be grounds for rejection.
5. The results of drug tests on applicants shall be confidential.

B. Current Employees of the Department. Current employees will be required to submit to a test for drugs or narcotic usage as outlined below.

1. A supervisor may order a drug test when there is reason to believe by substantial evidence that:
 - a. An employee is impaired or incapable of performing his/her assigned duties; or
 - b. There is evidence of reduced productivity, excessive vehicle accidents, high absenteeism; or
 - c. Other behavior inconsistent with previous performance.

The basis of the belief shall be made available to the employee.

2. Current employees may be ordered by a supervisor to take a drug test where:
 - a. An allegation involves the use, possession or sale of drugs or narcotics; or
 - b. An allegation involves the actual use of force; or
 - c. There is a serious on duty injury to the employee or another person.

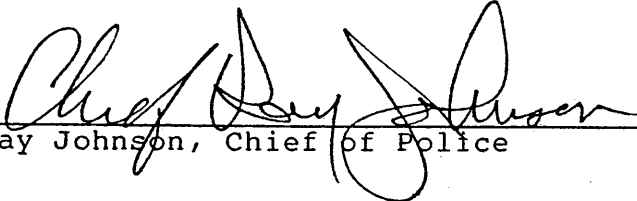
(The purpose of the test in the above examples is to determine if drug use effected the employee's actions or judgment. The employee shall be advised of the content and details of the allegation.)

3. A supervisor who orders a drug test shall forward a report containing the facts, circumstances and results directly to the Chief of Police.
4. A drug test shall be a part of each routine physical or specialized assignment.

C. Current Sworn Employees assigned to the Drug/Narcotic Enforcement Unit. Assigned employees shall be required (in addition to Section B above) to submit to periodic unannounced drug tests at the direction of their supervisor.


1. Prior to accepting a special assignment, an employee shall execute a written agreement and release stating that he/she fully consents to any medical, physical, psychiatric, psychological or other testing, including hair, urine and/or blood for drug narcotic substances.
 2. The supervisor of the Drug/Narcotic Enforcement Unit shall select a date and time when each employee assigned to the unit will be tested. This test may be administered randomly throughout the year without advance notice.
- D. This procedure is designed for internal application within the Police Department and nothing contained herein is intended to conflict with or negate the City wide drug and alcohol screening policy currently in effect.

BY ORDER OF:


Ray Johnson, Chief of Police

8-1-89
Date

APPROVED BY:


Michael G. Herring, City Administrator

8/1/89
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-20

EFFECTIVE: JUNE 1, 1989 INDEX AS: BONDS
ORDINANCE VIOLATIONS
TO: ALL PERSONNEL
SUBJECT: BONDS FOR MUNICIPAL VIOLATIONS

The purpose of this General Order is to establish procedure for the acceptance of bonds for persons arrested by this department.

NOTE: The guidelines contained herein do not apply to state misdemeanor and/or felony charges, bonds for which are established by the Circuit Court.

PROCEDURE

A. BOND

1. All bonds for Municipal Ordinance violations will be accepted by this department and documented as set out herein.
2. All bonds shall be in the form of cash or a surety bond as posted by a professional bail bondsman. AAA and Oil Company Motor Club cards will be acceptable as bond for traffic violations in the limited amount specified on the card. These cards are not acceptable for DWI, Leaving the Scene, or non-traffic violations. Property bonds or personal checks are not acceptable unless expressly approved by the Judge of the respective Court.

B. BOND--MUNICIPAL ORDINANCE VIOLATIONS--WHEN REQUIRED

1. Traffic Violation
 - a. Resident and non-resident motorists may be released on a summons for traffic violations, excluding alcohol and drug related driving offenses.
2. Non-Traffic Violations
 - a. If the arrested person is a resident of St. Louis County, or any Missouri county contiguous thereto, or employed on a regular and full-time basis within the City of Chesterfield, or the St. Louis Metro area every consideration shall be given to releasing that person on a summons, and not requiring the posting of a bond. A bond shall only be necessary if extenuating circumstances surround the incident, or if in the opinion of the arresting officer and/or his supervisor, the arrested person is likely to not appear in Municipal Court as directed by a summons.

- b. Person arrested for non-traffic violations who reside outside of St. Louis County or Missouri counties contiguous thereto shall normally be required to post bond.

NOTE: DWI Exception - All persons arrested on a municipal violation of DWI shall be required to post a bond regardless of their place of residence or employment.

Physical Arrests - a bond shall be required in all cases where a custodial arrest is initiated.

C. ACCEPTANCE OF BONDS

Municipal Violations

1. When the posting of a bond is required, the amount shall strictly conform to the amount listed on the bond schedule as provided by the Municipal Court; no court costs shall be added to the bond amount.
2. The officer accepting the cash or surety bond will complete the approved Municipal Court bond form.
 - a. The form will contain.
 - 1) Name of person posting bond;
 - 2) Name of person who bond is for;
 - 3) Date bond was received;
 - 4) Signature of officer receiving the money;
 - 5) Signature of the person posting the bond and the person who the bond is for.
 - b. The surety shall be provided a copy of the form when released from custody.
 - c. All bond forms are numbered and must be accounted for. If one is improperly filled out, write VOID across the form and place it in the bond box.
3. The releasing officer shall complete the "How Released" section of the Record of Arrest by writing Cash Bond or Surety Bond, whichever is applicable. The bond form number will be noted in the "Remarks" section of the Record of Arrest.
4. The cash or surety bond will be placed in an envelope marked with the complaint number, the arrested person's name and the amount of the cash received and stored in the box marked "Bonds."

5. The bond box will be audited daily Monday through Friday by the Commander of Support Services. The Commander of Support Services will prepare documentation for each bond received by listing into the bond ledger book:
 - a. Bond Form Numbers;
 - b. Dates;
 - c. Who bonds were for;
 - d. Total amount of cash.

The cash and supporting documents will be turned over to the Municipal Court Clerk by the Commander of Support Services as soon as practicable and upon the Clerk acknowledging receipt by signing the Bond Ledger Book.

Other Jurisdiction

1. If requested by another jurisdiction, it will be the Chesterfield Police Department's policy to accept bond for that agency. The bond must be in the form of a cashier's check or money order made out to the other jurisdiction and the other jurisdiction must agree to either pick up the bond during normal business hours (Monday-Friday, 8:00 AM - 5:00 PM) or allow us to mail them the bond via registered U.S. Mail.
2. The Chesterfield Court Bond Form shall be completed, with the line reading, "IN THE COURT OF ST. LOUIS COUNTY, CHESTERFIELD MUNICIPAL DIVISION," blacked out and the jurisdiction for whom the bond is for written behind the work "BOND" on the top line. The yellow copy shall be given to the person posting bond as a receipt and the bond and original form placed into the bond box as outlined in C-4.

D. PERSONS UNABLE TO POST BOND

1. In the event an arrested person is, under these guidelines, required to post the appropriate bond and is unable to do so within 20 hours from the time of detention, the following options are available:
 - a. A warrant must be obtained charging the person with the violation for which he was arrested; or,
 - b. The arrested person must be released from custody pending warrant application. Upon receipt of the warrant, the person shall be arrested on the charge specified and held until the appropriate bond is posted or until his/her appearance in court; or,

- c. If unable to obtain warrant within 20 hours, the arrested person must be released on a MUTT or Municipal Court summons charging the violation for which arrested, and setting the court date and time on which they are to appear.

Although all persons arrested on a municipal DWI charge shall be required to post the appropriate bond, it shall then be the discretion of the arresting officer and his supervisor, in the case of those individuals unable to post bond, to either seek a warrant or release the person on a MUTT at the expiration of the 20 hour limit.

UNDER NO CIRCUMSTANCES ARE ARRESTED PERSONS TO BE HELD BEYOND THE 20 HOUR PERIOD WITHOUT AUTHORITY OF A WARRANT REGARDLESS OF THEIR INABILITY TO POST BOND.

IN CASES WHERE A WARRANT HAS BEEN OBTAINED AND THE TWENTY HOURS HAS EXPIRED, THE PERSON MAY BE HELD LONGER AT THE DISCRETION OF THE COMMANDER OF FIELD OPERATIONS, THE COMMANDER OF SUPPORT SERVICES, OR THE CHIEF OF POLICE.

E. BOND--STATE VIOLATIONS

1. Arrested Persons charged with state misdemeanor and/or felony charges will post bond with the St. Louis County Department of Welfare.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER NO. 89-21

EFFECTIVE: June 23, 1989 INDEX AS:
 Commendations
TO: ALL PERSONNEL Letters of Commendation
SUBJECT: COMMENDATIONS

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

GENERAL:

Employee performance shall be recognized by issuance of a Letter of Commendation or a Memorandum of Recognition. Generally, a Letter of Commendation shall be issued by the Chief of Police, and a Memorandum of Recognition by the employee's supervisor.

PROCEDURE:

I. Letter of Commendation

A. When Awarded

A Letter of Commendation may be awarded to a department employee that performs:

1. An act of heroism in the face of personal injury or risk of life; or
2. An extremely laudable or extraordinary act; or
3. A noteworthy act or service based on determined and intelligent performance; or
4. An act that had a positive bearing on the outcome of an incident and/or contributed to the furtherance of law enforcement in the community; or
5. Any other act deemed appropriate by the Chief of Police.

B. Recommendation for Letter of Commendation

1. Recommendation for a Letter of Commendation will generally be initiated by the employee's supervisor.

2. The recommendation shall be in memorandum form, summarizing the act for which the employee is being recommended for recognition, as well as any police reports or other pertinent information.
3. It shall be the responsibility of the appropriate Bureau Commander to verify the validity of the recommendation as much as possible.
4. The recommendation shall be forwarded through the chain of command to the Chief of Police.

C. How Awarded

1. The Letter of Commendation will be approved and awarded by the Chief of Police.
2. Presentation of the Letter of Commendation shall be made by the employee's supervisor or the Chief of Police.
3. The Letter of Commendation will be on department letterhead and titled "C O M M E N D A T I O N"; it shall detail the event for which the employee is being commended and shall bear the signature of the Chief of Police.
4. A copy of the Letter of Commendation shall be placed in the employee's personnel file.

II. MEMORANDUM OF RECOGNITION

A supervisor may issue a Memorandum of Recognition to recognize a particular act or deed, commending the employee whose acts deserve recognition but do not warrant a Letter of Commendation. The recognition, detailing the event, shall be in memorandum form with a copy thereof forwarded through the chain of command to the office of the Chief of Police. A copy of the Memorandum of Recognition shall be placed in the employee's personnel file.

Note: This department will also participate in the city-wide awards program wherein department members shall, when warranted, be nominated for Department Employee of the Year, or, Municipal Employee of the Year. Such nomination shall be made when deemed appropriate and within the guidelines established by the office of the City Administrator.

BY ORDER OF: Chief Ray Johnson 8-1-89
Ray Johnson, Chief of Police Date

APPROVED BY: Michael G. Herring 8/1/89
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions
I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER NO. 89-22

EFFECTIVE: JULY 17, 1989 INDEX AS: Directed Patrol
TO: ALL OFFICERS
SUBJECT: DIRECTED PATROL (DP) PROGRAM

The purpose of this General Order is to establish a program of directed patrol within the Chesterfield Police Department. Directed patrol may be defined as a pre-planned police activity or service that is scheduled for completion by a field patrol officer who is detached from other assignments.

GENERAL:

Directed patrol is a one (1) to three (3) hour assignment involving usually only one officer.

Directed patrol may be used for any bonafide police activity or service, such as concentrated patrol, surveillance, crime prevention, etc.

Directed patrol is a pre-planned activity as distinguished from an officer initiated activity which occurs on an ad hoc basis during a tour of duty.

Directed patrol normally requires that an officer be temporarily relieved of calls for service assignments.

Directed patrol is mostly a "line" activity (officer conceived) as opposed to a "staff function" (management conceived) assignment.

Directed patrol may be used to:

1. Respond to a single problem.
2. Respond to an ongoing problem.
3. Document time spent planning and/or preparing a series of directed patrols.

PROCEDURE:

A. Directed Patrol Requests

The request for a directed patrol assignment should be initiated based on a problem or service need from one of the following sources:

1. Patrol Officer
2. Special Unit or Detective.
3. Supervisor/Management.

A request for a directed patrol assignment is generated by the initiator completing the Directed Patrol Request Form (CPD Form #4). The completed form shall then be submitted to the initiator's immediate supervisor who shall approve or disapprove the request. If approved by the immediate supervisor, it shall then be forwarded to the next level supervisor for his approval or disapproval. Upon approval, the two approving supervisors shall confer with the initiator of the Directed Patrol Request and work out the necessary details prior to assignment. In considering Directed Patrol Requests for approval or disapproval, the supervisor shall take into consideration such factors as likelihood of success of the requests, the validity of the need as perceived by the initiator, and, availability of manpower and resources necessary for a successful completion.

If the Directed Patrol Request is disapproved by the supervisors, a copy of the request form shall be returned to the initiator with the disapproving supervisor's comments. Failure of the two supervisors to agree whether to approve or disapprove the request shall be resolved by the third level supervisor who shall be the final authority on the matter.

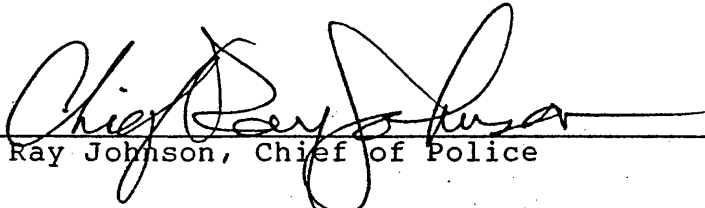
Upon completion, or disapproval, of the activity or service, the supervisor shall complete Section 9 of the Directed Patrol Request Form, "Results," and forward the original request form to the Crime Analysis Unit and a copy to the Chief's Office. The Crime Analysis Unit will assign a Request Number and maintain the form in a permanent file.

General Order 89-22

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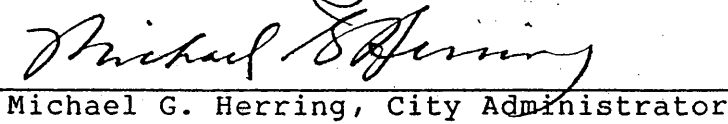
Any information regarding request for directed patrol or information that might serve as a basis for Directed Patrol Requests may be obtained from the Crime Analysis Unit.

BY ORDER OF:


Ray Johnson, Chief of Police

7-28-89
Date

APPROVED BY:


Michael G. Herring, City Administrator

7/31/89
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD

POLICE DEPARTMENT

GENERAL ORDER 89-23

EFFECTIVE: AUGUST 15, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: Gratuities
Gifts
SUBJECT: ACCEPTANCE OF GRATUITIES OR GIFTS Half Price Meals

The purpose of this General Order is to establish rules and regulations pertaining to the acceptance of gifts or gratuities by members of the Chesterfield Police Department.

I GENERAL

It is the policy of the Government of the City of Chesterfield that no employee shall receive or accept any gift or favor. This policy also applies to the members of the Chesterfield Police Department.

II DEFINITIONS

Gift/Gratuity - any item, article, service, or foodstuff that may be offered to a Police Officer as a gift or at a cost less than that charged to other customers.

III GUIDELINES

Whenever a Chesterfield Police Officer or Police Reserve Officer is offered a gift or gratuity, the officer shall politely decline the offer and inform the person offering the item that he/she would like to pay for the item and pay the same price as any other customer.

In extenuating circumstances, if the business or person is insistent on the officer accepting the gift/gratuity, rather than cause an incident, the officer shall accept the item and then notify his/her supervisor of the incident.

The supervisor will contact the owner or manager of the business and, privately thank the person for his offer but advise him/her that this is against Police Department policy and that officers could be disciplined for accepting gifts or gratuities.

IV EXCEPTIONS

An exception to this policy is the acceptance of small gifts such as pens, pencils, note pads, etc. which can be used in the performance of your duties while at work, and non-alcoholic food items that can be shared equally and legally consumed

on the premises by all employees such as fruit baskets, cookies, candy, etc. The name and address of the individual or organization offering such gifts should always be obtained so that a thank-you letter from the Chief of Police may be sent acknowledging receipt of the gift and thanking the individual or the organization for their thoughtfulness.

Another exception would be meals which are furnished or paid for by individuals or organizations in the normal course of business. i.e., meals by service organizations, business luncheons, or other occasions when food or items are furnished to other individuals, not just police officers.

BY ORDER OF: Chief Ray Johnson 8-21-89
Chief Ray Johnson Date

APPROVED BY: Michael G. Herring 8/21/89
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions that I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-24

EFFECTIVE: AUGUST 15, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: RIDE ALONG PROGRAM
SUBJECT: RIDE ALONG PROGRAM

The purpose of this General Order is to establish policy and procedure for persons riding in police vehicles.

I. GENERAL

In order to better acquaint certain members of the community with the Chesterfield Police Department and to provide a better understanding of our role in the community, A RIDE-ALONG program is hereby established. The objective of the program is to allow certain individuals, who either have a connection to law enforcement or who by participating in the ride-along program will enhance the rapport of the Chesterfield Police Department within the City, to apply and be approved to ride in a patrol car with an officer during that officer's normal tour of duty.

II. DEFINITIONS:

For the purpose of this General Order, the following definitions shall apply:

- A. Ride Along - any person that has applied for and been granted permission to ride with a patrol officer during the patrol officer's normal tour of duty. It does not include persons that have been arrested or are being transported in the police vehicle for official business.
- B. Liability Release and Indemnification - a form, signed by all persons prior to their participation as a ride-along, which relieves the City of Chesterfield from suits arising out of the participation in the ride-along program by the applicant.

III. PROCEDURES

A. Participants

Persons desiring to participate in the Ride-Along program shall obtain and complete a Request To Ride Along Form (CPD#23), and submit it to the Commander of the Bureau of Field Operations for approval. If approved, the applicant will be required to sign a Release Form (CPD #24), and a time for the Ride-Along will be scheduled.

1. Ride-Along participants shall report to ride dressed in appropriate attire.

GENERAL ORDER 89-24

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2. To protect the privacy of the public, Ride-Alongs will not be permitted to use video cameras, cameras, or taping devices without the express written permission of the Chief of Police.

B. Commander, Bureau of Field Operations

The Commander of the Bureau of Field Operations will review all applications for the Ride-Along Program. If the applicant meets the criteria in Section A, and there is no other reason to reject the request, the Commander will approve the request, forward the request to a Watch Commander, who will contact the applicant and set up a time convenient to the participant and the Police Department. Prior to actually participating, the applicant must sign and agree to the Release Form (CPD #24).

C. Watch Commander

The On Duty Watch Commander will insure that the Release Form (CPD #24) has been properly completed and will place it and the application form (CPD #23) in the record room file basket. The Watch Commander will then assign the ride-along to a beat officer.

D. Patrol Officer

Any officer assigned a ride-along will insure the safety of the ride-along at all times. The officer will explain to the ride-along that they are observers only and not to get involved in actual police duties. The officer should consider the ride-along program as a public relations contact and should utilize the time to inform the ride-along about the police department and an officer's duties. The officer will instruct the ride-along in proper use of the vehicle seat belts and insure that the ride-along complies with the officers instructions. In the event a ride-along does not follow the officers instruction, the officer will contact his supervisor and the ride-along will be discontinued.

E. Record Room

The record room will maintain a file of the completed Request to Ride-Along and the Release Forms for one year unless an incident occurs during the ride-along, in which case the forms will be filed with a report detailing the incident or placed into the Department's evidence file.

III. EMERGENCIES

- A. In the event of an emergency during a ride-along, the officer will instruct the ride-along on exactly what he/she should do, this could be anything from "don't get out of the car," to stopping prior to arrival and having the ride-along get out of the car at a safe place and wait for the officer or another officer. The Police Department's objective is to protect people and property: this includes taking whatever action is necessary to protect the ride-along.

IV. EXCEPTIONS

- a. This order does not pertain to persons who are being transported in a police vehicle that have been arrested, have had vehicle trouble, or are in the police vehicle for police related business.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

1. In the interim and at the descretion of the on-scene officer(s), persons leaving or preparing to enter the business will be detained until the status of the alarm is determined.
 2. If the alarm is verified as false, officers on the scene should notify the dispatcher immediately so the station can be cleared.
- D. If the alarm is verified as being legitimate, officers should take the appropriate action necessary to secure the scene and insure the safety of citizens in the area. The officers on the scene should then have the dispatcher notify the on duty supervisor the alarm is legitimate.

II. BURGLAR ALARMS

- A. When a burglar alarm is reported, the dispatcher shall send the sector car as a primary response unit and also assign an assist unit. The primary unit shall respond with emergency lights and siren, while the assist unit will respond obeying all traffic laws unless the alarm would be verified as a legitimate burglary in progress.
- B. Upon arrival, officers will cautiously check the business or residence and determine if it is secure or if a burglary has occurred or is occurring.
- C. If the business/residence is insecure, officers will treat the call as a burglary in progress and will notify the on duty supervisor prior to checking the interior.
- D. In the case of a business, it will be the primary response unit's obligation to see the emergency contact is notified and the status of the alarm is reported (i.e. building secure, open door found, burglary discovered, etc.). This notification can be accomplished by calling the Chesterfield desk officer and requesting that he/she make the notification, or by the assigned officer making the notification. The radio dispatcher should be requested to contact our desk to have the notification made and then relay the information from our desk to the officer on the scene.

III. FALSE ALARMS

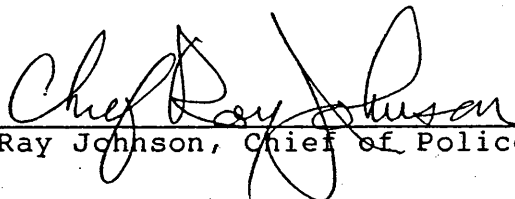
- A. A Chesterfield Police Department Alarm Report shall be initiated utilizing a complaint number assigned by the dispatcher, on all alarm calls. The officer completing the alarm report should attempt to leave a copy of the report at the location of the alarm. The original copy shall be forwarded to the on duty supervisor for his/her approval.

- B. In times of inclement weather or power failures, an unusual number of alarms may be received in a short period of time. Officers will respond to all such alarms, however, the supervisor may waive the preparation of alarm reports and instruct the officers and dispatcher to "NRN" all alarms.
- C. Fire alarms shall be handled as an "NRN" (No Report Necessary) in all cases by the responding police officers. Fire Department personnel will complete the appropriate paperwork in these alarms.

IV. SAFETY

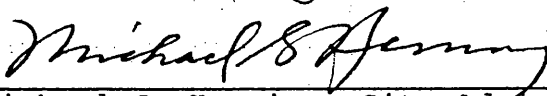
- A. Officers should always respond to alarms as if they are legitimate calls for holdups or burglaries in progress. In responding, officers should exercise prudent driving habits, considering public as well as officer safety. An officer responding with red lights and siren may proceed past a red traffic signal, but only after slowing down as may be necessary for safe operation. Officers should always use the highest degree of care on the scene, presuming there is a crime in progress. At no time should public or officer safety be taken lightly.

BY ORDER OF:


Ray Johnson, Chief of Police

9-18-89
Date

APPROVED BY:


Michael G. Herring, City Administrator

9/18/89
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-26

EFFECTIVE: SEPTEMBER 7, 1989 CANCELS:
TO: ALL PERSONNEL INDEX AS: UNIFORMS
SUBJECT: UNIFORMS

The purpose of this General Order is to establish uniform regulations for members of the City of Chesterfield Police Department and the Police Reserve.

I. GENERAL

All regular police officers shall receive an initial uniform issue of six long sleeve and six short sleeve shirts of a color appropriate to their rank; six pair of dark blue trousers; one uniform cap; one winter coat; two ties; one pair shoes (plain toe, lace, black leather); 1 whistle chain; two breast and one cap badge; one name tag.

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

Replacement uniforms for regular and reserve officers shall be issued on an "as needed" basis only.

While in uniform, attire for members of the Police Department and the Police Reserve shall be as prescribed by the Chief of Police. With the exception of duty leather, officers may not wear only a part of their uniform either on or off duty. Uniform items are to be worn as specified in this order, 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 Chief of Police.

II. PROCEDURE

A. Police And Reserve Officers

1. The uniform for regular police officers shall be blue/grey shirt and dark blue trousers for those officers of the rank of Patrolman through Sergeant, and dark blue trousers and white shirt for officers of the rank of Lieutenant and above. The shirt shall bear a department identifying emblem on each sleeve.
2. Uniform for Reserve Officers shall be blue/grey shirt and dark blue trousers, and the shirt shall bear a department identifying emblem and each sleeve read "Reserve." The Commander of the Police Reserve shall wear a white shirt.

GENERAL ORDER 89-26

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3. All Police and Reserve Officers shall wear a black belt, black or navy blue socks and black plain toe laced shoes. Black foul weather shoes/boots may be worn with the winter uniform.
4. Badge. The department issued badge shall be worn over the left breast pocket of the uniform shirt or coat. The Reserve Officer badge shall read "Reserve." The badge shall always be worn on the outer uniform garment.
5. Tie. A dark blue clip-on tie shall be part of the prescribed uniform for all Police and Reserve Officers during the season the long sleeve shirt is worn. The collar of the long sleeve shirt is to be buttoned and the tie maintained in place at all times.
6. Hat. The department issued hat, with badge, shall be worn during special functions and when high visibility of the officer is required. The dark blue arctic fur cap may be purchased at the member's expense and worn, with badge, during extreme cold weather, with the permission of the duty supervisor. Gloves, if worn, must be black or dark blue in color.
7. Whistle. The department issued whistle/chain shall be worn with the whistle inside the right shirt pocket and the chain attached to the right shoulder flap of the uniform shirt.
8. Name Tag and Medals. The department issued name tag shall be worn centered over and along the top seam of the right pocket of the uniform shirt or coat. Any special medals awarded by this department may be worn above the name tag, unless otherwise specified by the Chief of Police.
9. Rank Insignia. The insignia for a Captain shall be a double bar, and for the Lieutenant a single bar, both gold in color. Insignia denoting the rank of Captain or Lieutenant shall be worn centered on each point of the uniform shirt collar and parallel to the front edge of the collar. The insignia denoting the rank of Captain or Lieutenant shall be worn centered on the shoulder flaps of the uniform coat, with the bar(s) approximately one-half inch from and parallel to the shoulder seam. The insignia of Sergeant shall be three connected chevron strips, and shall be worn on each outside sleeve, midway between the shoulder seam and elbow of the uniform shirt and coat. The point of the chevron stripes shall be pointed toward the shoulder of the uniform shirt and coat.

10. Leather. While in uniform, the department issued gun belt shall be worn over the pants belt. The belt tongue end shall always point to the left side. The department issued belt accessories shall be worn as follows: Baton holder on left side with the handcuff case on either side directly behind the baton holder or the holster. The holster shall be worn on the right side with the magazine pouch directly in front of the baton holder on the left side. The sequence shall be reversed for left handed officers.
11. Detectives. Detectives shall dress in suitable civilian attire, commensurate with his/her assignment. Detectives shall receive a semi-annual clothing allowance in January and July of each year in an amount as established by department budget.

B. Civilian Personnel

1. Civilian Personnel. Civilian personnel shall dress in suitable attire in keeping with their assignment.

C. Restrictions

1. Winter jackets and other inclement weather apparel will be department issued, or that approved by the Chief of Police.
2. Uniform items shall not be worn with civilian clothing unless authorized by the Chief of Police.
3. Jewelry of a limited nature may be worn with the uniform, but must be of suitable style and design, and subject to approval of the member's supervisor. Female officers may wear post type earrings while in uniform. Male members, unless on authorized special undercover assignment, are prohibited from wearing earrings of any type.
4. If an undershirt is worn with the uniform, and is visible, it shall be white in color.

D. Training Attire

1. During in-service training, shorts, t-shirts, sleeveless shirts, or any clothing, jeans, etc., that is faded, worn, patched/torn or otherwise mutilated, decorated or inappropriate, is not approved attire and shall not be worn.

E. Return of Uniforms/Clothing Allowance

An employee, at the time of separation from the department, shall return all department issued uniforms in his/her possession. A detective, when transferred from the detective division or separated from the department, shall reimburse the City through a payroll deduction for any clothing allowance received on a pro-rated monthly basis.

BY ORDER OF: _____
Ray Johnson, Chief Of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-27

EFFECTIVE: November 24, 1989 INDEX AS: Inclement Weather
Snow Removal
TO: ALL PERSONNEL Street Department
Notification
SUBJECT: NOTIFICATION OF STREET DEPARTMENT

PURPOSE:

The purpose of this General Order is to establish uniform guidelines in the notification of the street department personnel during hazardous conditions. Although this order primarily addresses snow removal, it may apply to any emergency situation where the street department may be utilized.

PROCEDURE:

During periods of inclement weather or when other hazardous conditions exist, the appropriate personnel shall be notified. During evening hours and weekends it shall be the responsibility of the ranking watch supervisor (either Lieutenant or Sergeant) to determine if and when assistance is needed.

Factors which should be considered when making a determination are as follows:

- 1) Current existing conditions
- 2) Time of day
- 3) Forecast of conditions
- 4) Overall scope of the problem (isolated, city-wide)
- 5) Feedback from road officers
- 6) Jurisdiction of roadways (State, County, Municipal)

Upon make a determination that a hazardous condition exists on a city street, and the street department is needed, one of the following people should be notified in descending order by desk personnel:

- 1) Dan Henthorn 872-4435 (Beeper) 391-0848 (Home)
- 2) William Hawn 618-458-7244 (Home)
- 3) Herman Morgan 432-9881 (Beeper) 839-2489 (Home)
- 4) Wayman Massey 432-9853 (Beeper) 647-3061 (Home)
- 5) Mark Wilson 542-6992 (Beeper) 878-7489 (Home)
- 6) Ed Bax 432-9468 (Beeper) 256-4841 (Home)

GENERAL ORDER 89-27

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Before notification, supervisors are encouraged to check with the officers on the street in order to give accurate, up to date data, that can be relayed to proper personnel. This will assist in determining the scope and specific nature of the problem prior to notification.

By accurately accessing the nature of the problem, members of the street department will be more capable of making operational decisions in terms of allocation of personnel and utilization of material resources.

During the winter months, bags of salt will be kept in the patrol units, the purpose being two fold:

- 1) When small, isolated and potentially dangerous spots of snow or ice are discovered, such as at accident scenes patrol officers are encouraged to spread salt.
- 2) Due to the added weight, traction of patrol units is greatly enhanced.

For hazardous conditions on State and County roadway notification shall be made as follows:

State Roadways	Missouri Highway Department	966-3800
County Roadways	St. Louis County Department of Highways & Traffic	889-3122

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-28

EFFECTIVE: October 1, 1989 INDEX AS: Criminal Informants
TO: ALL PERSONNEL
SUBJECT: CRIMINAL INFORMANTS

The purpose of this General Order is to establish procedural guidelines for the control and use of informants.

I. GENERAL:

Law enforcement agencies have as their primary role the protection of lives and property, the prevention and detection of criminal activity and the apprehension of offenders. In fulfilling this role, the Chesterfield Police Department recognizes the value and necessity of using informants and the information that they provide. However, because there exists considerable potential for abuse and/or misuse of such informants and their information, the guidelines provide herein are established so as to minimize that possibility.

II. DEFINITIONS:

Informant - anyone who gives or serves as a source of confidential information to the police.

Confidential Informant - anyone who gives information to the police, and whose identity is not revealed or confidential.

Informant File - a master file maintained by the Officer in Charge of Detectives with access strictly limited to those commissioned officers who can demonstrate a viable and legitimate "Need to Know."

Entrapment - an entrapment is perpetrated if a law enforcement officer, or a person acting in cooperation with such an officer, for the purpose of obtaining evidence of the commission of an offense, solicits, encourages or otherwise induces another person to engage in conduct when he was not ready and willing to engage in such conduct.

III. PROCEDURE

A. Development of Informants

1. Informants may be developed by any member of the police department. Once developed, that informant

is to be considered a confidential source of information to the department and not restricted to any individual officer.

2. To protect the identity of an informant, each shall be given a security designation known only to the investigator/officer and supervisors working with that particular informant.
3. All informants shall be photographed and fingerprinted. Photos and prints shall be maintained in the informants master file.
4. Each informant shall complete the personal information record form (CPD #32 attached).

B. Control/Use of Informants

1. Confidentiality is required. The informant will be instructed on secure methods of contacting and communicating with members of this department. In addition, an informant shall not have access to sensitive information collected or maintained by this department.
2. Informants shall be advised that they are not employees of this department, they have no enforcement powers and are not to represent themselves as police officers.
3. Informants are to be explained the laws pertaining to entrapment.
4. Each informant must sign a release form (CPD #33 attached) prior to his/her utilization by this department.
5. Informants shall not be allowed to commit crimes. Once an officer determines that the informant has committed a crime, the relevant facts shall be reported by the officer to his supervisor. If the facts indicate that prosecution is appropriate, the case shall be submitted to the prosecuting attorney.
6. Officers of this department are not authorized to offer immunity to informants or to enter into any other improper agreements in return for an informant's cooperation.
7. All information relevant to criminal activity will be placed in a master file which will be

maintained by the Detective Division. Access to this file will be limited to those persons who can demonstrate a legitimate "Need-to-Know."
(Information which is a matter of public record, e.g., newspaper stories, are not to be included in informant files.)

8. Payment. No payment, or compensation of any kind, shall be made to an informant without prior approval of the Detective Division Commander. When such payment is made, it shall be properly documented and signed receipts maintained.
9. Juveniles -- the department recognizes the need to obtain information from reliable sources without regard to the age of the person. The department also recognizes the goal of the juvenile court in preventing criminal conduct by youthful offenders. The decision to use a juvenile as an informant will be made by a panel consisting of the Chief of Police, the police officer who will actually work with the juvenile, the Prosecuting Attorney or his designated representative, the Juvenile Court Judge or his designated representative, and the juvenile's parents or legal guardian. All members of the panel must approve in writing the use of the juvenile as an informant. Approval may be granted only after all requirements of this policy have been explained to the juvenile and his parents or guardian.

BY ORDER OF:

Ray Johnson, Chief of Police

Date

APPROVED BY:

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-29

EFFECTIVE: September 8, 1989

INDEX AS: Committee
Police Officer
Committee

TO: ALL PERSONNEL

SUBJECT: POLICE OFFICER COMMITTEE

The purpose of this General Order is to establish a direct line of communication between the Chief of Police and personnel of the Department below the rank of Sergeant.

I. GENERAL:

The Police Officer Committee is not to be interpreted as an instrument to subvert, replace, minimize, or eliminate the existing chain of command.

II. PROCEDURE:

A. Selection and Tenure of Committee Members:

1. In January of each year two representatives are to be selected from each of the three patrol shifts, Detective Division, and the Traffic Division. One representative is to be designated as a regular member of the committee and the second as alternate member. Selection shall be made by members of the respective shifts and/or divisions.

B. Duties of Members:

1. Members are actively encouraged to voice their opinions and pursue any and all comments, both constructive and critical of the Department, as registered by fellow employees, and to bring them to the attention of the Chief of Police in open Committee discussion. The meetings are also to serve as an opportunity to clarify and provide interpretation of any recently issued General Orders, policy statements, and general directions undertaken by the Department or its various divisions.
2. Committee members are encouraged to solicit questions from fellow employees to be presented at the Committee meetings. Committee members are also encouraged however, to present these questions, first, to their supervisor or Bureau Commander, for review prior to Committee meetings. This

process will allow for the solution and resolution of many problems and questions at that level and eliminate the need to spend time on these matters at the Committee meeting. It will also allow for research and collection of facts and information necessary to make the meetings and discussions more pertinent.

- 3. Minutes of the Committee Meeting will be taken by the Chief's secretary for typing and distribution throughout the Department. There will be only one official publication of the Committee's minutes copied and distributed.
- 4. The Chief's Committee shall meet in regularly scheduled monthly sessions in the Department conference room (or if not available, in the Chief's office) from 1500 to 1700 hours the first Monday of each month. Committee members who are on duty are to be excused by their respective supervisors, if at all possible, so that they might attend. Committee members who are not on duty shall be credited with banked time for attendance.

When the regularly designated member is unavailable, the designated alternate will be expected to attend scheduled meetings.

Other interested employees not designated as regular or alternate Committee members are welcome, and encouraged to attend all scheduled Committee meetings.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-30

EFFECTIVE: FEBRUARY 15, 1990 INDEX AS: LINE OPERATIONS
CODE 1000
TO: ALL PERSONNEL DISASTER OPERATIONS
R.I.O.T.
SUBJECT: CODE 1000

I. PURPOSE

The purpose of this General Order is to formulate a uniform procedure on how to respond to or implement a Code 1000 in the City of Chesterfield.

II. DEFINITIONS

A. CODE 1000:

An emergency within the St. Louis County Metropolitan area which, in the opinion of the officer in charge, is too large for a single police agency to handle.

B. AREA 5:

An area in St. Louis County consisting of the following jurisdictions: Chesterfield, Kirkwood, Crestwood, Des Peres, Town and Country, Sunset Hills, Creve Coeur, Frontenac, Fenton, Valley Park, Manchester, Ellisville, Eureka, Ballwin, and St. Louis County.

III. IMPLEMENTATION

A Code 1000 may be implemented by the following personnel:

- A. By the Chief of Police.
- B. If the Chief of Police is not available, the Captain duty may initiate a Code 1000.
- C. If no Captains are on duty, and one has been designated as Acting Chief, he will be called and may implement the Code 1000.
- D. If there is no Acting Chief, the Watch Commander will contact the Commander of Field Operations or The Commander of Support Services and he/she will make the decision.
- E. Only after all of the above has been exhausted, may a Watch Commander implement a Code 1000.

GENERAL ORDER 9-30

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- F. The Code 1000 may be canceled only by the Chief of Police or the Commander initiating the Code 1000.
- G. The City Administrator will be notified as soon as practical after any implementation of A Code 1000, and prior to implementation whenever the Chief or an officer of the rank of Captain is not available.

IV. PROCEDURE

- A. Select an area for:
 - 1. Assembly
 - 2. Command Post
 - 3. Assembly location for Board of Directors (generally police headquarters)
- B. Request the St. Louis County Dispatcher to announce Code 1000 by the following procedure:
 - 1. Announce the following over a point to point radio: "A Code 1000 is in effect for all Area 5 Departments due to _____ (give a brief synopsis of what the incident is), at _____ (give location), the Command Post will be (give location), the Board of Directors are to assemble at (give location). All Departments in Area 5 will go to R.I.O.T. Channel for Roll Call."
 - 2. Dispatchers and all units committed to the Code 1000 will at this time switch to the emergency/radio for inter-agency operations and tactics (R.I.O.T.) frequency, 154.275 mhz.
 - 3. On the R.I.O.T. frequency, the Code 1000 Dispatcher will conduct a roll call as follows:

"All Area 5 Departments respond to roll call"
Kirkwood
Sunset Hills
Fenton
Crestwood
Des Peres
Ballwin, for Ballwin and Manchester
St. Louis County for County 2nd, Chesterfield, Ellisville, Eureka, and Valley Park
Creve Coeur, for Frontenac and Town & Country

- C. All units committed to Code 1000 when using the R.I.O.T. frequency will identify themselves by using the name of their department followed by their department serial number.

EXAMPLE: "Chesterfield 202 to St. Louis County Dispatcher"

- D. Units not committed to the Code 1000 Operation will use their base frequency so as not to interfere with priority traffic on R.I.O.T.

- E. In the event this agency initiates a Code 000, the Desk Officer shall contact the Area 5 Commander and Deputy Commanders.

V. RESPONSIBILITIES

- A. Once emergency notification procedures have been initiated, the Chief or Staff Officer will:

1. Notify Chief of Police, Captains, and all Lieutenants.
2. Notify the City Administrator of the situation.
3. Notify contact person for any assembly areas to be used.
4. Will relinquish command to the Code 1000 Area Commander upon his arrival at Command Post.

- B. If responding to a Code 1000 implemented by another department, the County Dispatcher will immediately notify the Watch Commander who will take the following steps:

1. Notify Chief of Police, Captains, and all Lieutenants.
2. Determine the manpower he/she will send to the Assembly Area. Generally he/she will send one-half (1/2) of the people on duty, including traffic officers. Under no circumstances will the Watch Commander respond unless relieved by another supervisor.
3. Notify the oncoming Watch Supervisor for possible allocation of additional personnel.
4. Call up off duty personnel to replace officers assigned to Code 1000, and if necessary put other officers on standby.

GENERAL ORDER 89-30

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C. Police Officer responsibility:

- 1. Respond with patrol vehicle and issued equipment.**
- 2. Respond "Code 3" to designated assembly area, however, caution should be exercised.**
- 3. While assigned to Code 1000, follow orders and instructions from designated commander and respond appropriately to officers of supervisory rank regardless of department affiliation.**

BY ORDER OF: _____

Ray Johnson, Chief of Police

Date

APPROVED BY: _____

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

City of Chesterfield
Police Department

GENERAL ORDER 89-32

EFFECTIVE: FEBRUARY 9, 1990 CANCELS:
TO: ALL PERSONNEL INDEX AS: Assaults
Domestic Violence
SUBJECT: DOMESTIC VIOLENCE PROCEDURE Victim Services

I. PURPOSE:

To (1) establish guidelines for police intervention in acts of domestic violence; (2) provide increased understanding of and attention to the domestic violence problem; and (3) improve our procedures for the handling of domestic violence and to provide maximum safety for domestic violence victims, and members of this department.

II. POLICY:

The primary objective in responding to domestic violence calls are to de-escalate violent situations, to reduce the potential for officer injury, to reduce repeat calls, to enforce laws against violators and to facilitate prosecution, where applicable. Therefore, it is the policy of this department to refer abusers and victims of domestic violence to professional agencies for counseling, and to arrest persons found to be responsible for crimes in domestic situations.

III. DEFINITIONS:

- A. DOMESTIC VIOLENCE: The infliction of physical harm, bodily injury or assault, or the fear of imminent physical harm, bodily injury or assault, by one family or household member on another.
- B. ABUSE: Including but not limited to the occurrence of an assault, battery, coercion by force or threat of force, harassments, by purposeful or knowing course of conduct involving more than one incident that alarms or causes distress which includes following one about in a public place or peering through windows or lingering outside of a residence, sexual assault, unlawful imprisonment and unlawful imprisonment by any family or household member, but excluding reasonable discipline of a minor child by a parent or person in loco parentis of such minor child.
- C. FAMILY/HOUSEHOLD: Persons who are (1) legally married to one another; (2) are related by blood (consanguinity); (3) were formerly married to one another; (4) are related by marriage (affinity); (5) have a child in common regardless of whether such persons have been married or have lived together at any time; (6) are not legally married but are currently living together in a family-type relationship; (7) are not married but formerly lived

together in a family-type relationship. (A family/household this includes "common law" type marriages, same sex couples, different generations of the same family, siblings, and in-laws.)

D. OFFENSES INCLUDED UNDER DOMESTIC VIOLENCE CATEGORY:

The term "Domestic Violence Incident" refers to any felony, misdemeanor or ordinance Crime Against Person/Property offense involving parties in a domestic relationship as defined above. Domestic violence incidents will include, but not be limited to the following offenses:

Murder and Manslaughter

Assault - Purposely or knowingly placing or attempting to place another in fear of physical harm.

Harassment - Engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose.

Robbery

Arson

Property Damage

Armed Criminal Action and Weapons Offenses

General and Private Peace Disturbance

Offenses Against the family (To include incest, abandonment of a child, endangering the welfare of a child, abuse/neglect of a child, etc.)

Battery - Purposely or knowingly causing physical harm to another with or without a deadly weapon. Coercion - Compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage.

Sexual Assault - Causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress.

Unlawful Imprisonment - Holding, confining, detaining or abducting another person against that person's will.

- E. PETITIONER: A family or household member who has filed a verified petition under the provisions of RSMo. 455.020.
- F. RESPONDENT: The family or household member against whom a verified petition has been filed.

IV. PROCEDURES:

- A. RESPONSE TO CALL: Officers will respond immediately on domestic violence calls, and should coordinate their approach to the scene. A minimum of two officers will be dispatched on all domestic violence calls. Officers should apply the same standard for response to an alleged domestic violence incident as applies to any like offense involving strangers.
- B. APPROACHING THE SCENE
 1. Avoid the use of siren or emergency lights in the vicinity of the scene; (when this is done the vehicle must be operated consistent with motor vehicle regulations such as speed and the making of appropriate stops, etc.) as this can increase the tension of persons emotionally out of control and can result in an attack upon the officer(s).
 2. When possible, do not park police unit directly in front of the scene.
 3. Persons encountered while approaching the domestic dispute scene should briefly be questioned about the incident and parties involved. Remain alert for an assailant leaving the scene.
 4. Observe the location of the call before making contact with the complainant.
 5. Consider the surroundings before knocking on door; listen and look into nearby windows to obtain additional information about the situation (layout of house, number of people involved, weapons, etc.).
 6. Officers must be concerned for their safety as well as the disputants'. To minimize the possibility of injury, stand on the side of door when knocking, and remember that the unexpected may occur when the door opens.
 7. The officer should attempt to determine if there is any record of prior incidents of abuse or of a recorded Order of Protection.

C. INITIAL CONTACT WITH THE OCCUPANT(S):

1. IDENTIFICATION: Identify selves as police officers by name, give an explanation of police presence, and request entry into the home (when conditions permit). If the complainant is in the home, ask to see him or her.
2. CONSENT SEARCH: Officers may enter and conduct a search of the premises if consent has been given to do so. Although a consent search eliminates the need for a warrant and for probable cause, such consent must be given freely and voluntarily. If two people have joint ownership of a place or thing, either one may give a valid consent to search.

A spouse can consent to the search of premises used jointly by both husband and wife. This is also true if the man and woman are only cohabitants. However, if one of them exercises control over part of a premises, the other cannot give a valid consent to search.

3. REFUSED ENTRY: When refused entry to a residence, be persistent, explaining that a complaint has been received and must be verified. If still refused, request the dispatcher to call the complainant and establish if services are needed. If services are needed, or contact cannot be made by the dispatcher, and you are still refused entry, contact your supervisor and explain the situation as it is known to you. The supervisor on the scene will decide whether to remain or leave. If officers are to remain at the scene, they should move to public property and maintain a position from which they can observe the premises.
4. FORCED ENTRY: There may be times when enough probable cause exists to indicate that a felony is occurring, has just occurred or that a life is in danger. In these cases, if entry is refused, forced entry may be necessary to protect a life or make an arrest.

Among the circumstances that can provide probable cause to force entry include cries for help, weapons discharged, obvious signs that a struggle occurred, and/or an eyewitness account that a felony occurred and the victim is still on the premises. Officers shall evaluate the following elements when considering a forced, warrantless entry: (a) the degree of urgency involved and the time required to obtain a warrant; (b) the possibility of danger to others, including police officers left to guard the site; (c) whether the suspected offense involved violence; and (d) whether officers reasonably believe that persons may be armed.

D. ONCE INSIDE, ESTABLISH CONTROL BY:

1. Inquiring about the nature of dispute.
2. Identify disputants.
3. Being aware of potential weapons in the surroundings.
4. Determine if person(s) are in other rooms (children or other adults) and the extent of their injuries, if any. These persons should be separated from the parties involved and kept out of hearing range (to avoid compromising their witness status).
5. Listening for res gestae (spontaneous) statements.

E. PROTECTING THE VICTIM:

1. Officers must protect the victim from further abuse. Separate from assailant, administer first aid, and arrange for medical attention if the victim is hurt.
2. Victims can sustain internal injuries to the stomach, breast areas, portion of the head covered by hair, and the back. Pregnant women are often kicked in the stomach. The absence of external injuries does not mean the victim has not been assaulted.
3. If the victim appears to be injured and yet refuses medical assistance, carefully document any observed injuries, as well as the refusal of medical treatment.

F. INTERVIEWING THE DISPUTANTS:

1. Allow the parties to describe the incident (individually) without interruption at the beginning of the interview. Expect the parties to ventilate their emotions to relieve their tensions.
2. After the parties ventilate their emotions, and while still separated, the officer(s) should ask about the details or points of clarification and summarize the stated accounts, allowing the parties to point out anything that may be misrepresented.
3. Under no circumstances should the officer threaten the arrest of all parties for the purpose of discouraging arrest. The officer should evaluate each complaint separately to determine whether he/she should seek a warrant for an arrest.

G. IMMEDIATE ARREST EFFORT:

1. Officers will effect an arrest, regardless of whether a victim signs a complaint or is desirous of prosecution, based on probable cause and supported by the statements of the victim or witnesses, of abusers in domestic situations in the following circumstances:
 - a. Where any weapon was used to inflict the injury, or was used to intimidate or threaten the victim.
 - b. Where a physical assault has occurred.
 - c. In cases where the conditions of a valid order of protection issued under the terms of the Missouri Adult Abuse Law have been violated.
 - d. Where there are valid warrants, or computer wanted's on file for either party.
2. SUSPECT NOT AT SCENE:

If the offender is not at the scene, an immediate investigative effort will be made by the patrol officer(s) to effect an arrest in pursuant to the guidelines as stated in section IV, G, 1, a through d. If the arrest effort is unsuccessful, an immediate computer wanted will be placed.

H. PROBABLE CAUSE:

1. DEFINED: A combination of facts which would lead a person to reasonably believe that a crime is being or has been committed. The "Probable Cause" standard applied in domestic violence cases is no different from the standard applied in other offenses.
2. ITEMS TO BE CONSIDERED IN ESTABLISHING PROBABLE CAUSE. Officers shall consider the following in establishing probable cause:
 - a. Statements of the victim(s) and witnesses.
 - b. Visible or diagnosed injuries. (However, officer(s) must remember that not all assaults will leave visible marks.)
 - c. Physical evidence (weapons, broken glass, bloodstained articles, torn clothing, etc.)

- d. Admissions/Actions of accused person.
 - e. Prior incidents of calls of similar or related nature.
 - f. If an officer has been called to the same address within a twelve (12) hour period.
3. ITEMS NOT TO BE CONSIDERED IN ESTABLISHING PROBABLE CAUSE. Officers shall disregard the following when establishing probable cause:
- a. The parties involved are related or live together.
 - b. The parties are divorced, separated or are in the process of getting a divorce.
 - c. The victim has declined prosecution in previous incidents.
 - d. The offense (e.g. Assault) may have followed actions by the victim (e.g. nagging, etc.)
 - e. Whether or not the offense took place in the presence of the officer.

I. VICTIM ASSISTANCE TO BE OFFERED:

In addition to the foregoing, officers will assist victims of domestic violence and their children:

1. In circumstances where it is necessary for the abuse victim to temporarily leave the residence the officer(s) should assist the victim with the location of emergency housing (e.g. relative, friend, shelter, etc.)
2. The officer(s) will remain at the scene for a reasonable time to insure that (1) there is no further threat of injury to the victim; and/or (2) to allow the victim to collect and remove essential items of personal property.
3. The officer(s) shall provide to the victim a domestic violence information sheet that has been signed by the officer and shows the officers DSN, and the date provided.
4. If a citizen should inquire about obtaining an "order of protection," employees shall ascertain the telephone number and name of the Associate Circuit Court duty clerk from the Department of Justice Services (889-2577) and provide this information to the citizen. Advise the citizen to contact the duty clerk for instructions in obtaining an "order of protection."

5. The officer shall provide or arrange transportation for the abused party to a medical facility for treatment of injuries or to a place of shelter or safety.

V. DETENTION OF ARRESTED PERSON(S):

When an arrest has been made, the person(s) arrested will be held in custody by this department for the legally permitted maximum length of time, or until one of the following occurs:

- A. Bail is properly posted for the subject's release.
- B. A warrant is obtained (State level cases), and the subject is properly transferred to the custody of the St. Louis County Correctional Facility.
- C. Expiration of twenty (20) hours rule.
- D. If a warrant is refused the subject will be released from custody as soon as the identification (fingerprinting and photographing) process is completed.
- E. In City Ordinance cases, no one is to be released on a summons at the scene of the incident.

VI. COURT ORDERS OF PROTECTION:

- A. EX-PARTE ORDERS: Order issued by the court upon application of one person in the absence of the other person. If granted, will be in effect until the date set for the full hearing on the matter when both parties will be present. Normally set fifteen (15) days from the date the Ex-Parte Order is issued. These orders shall be enforced.
- B. FULL ORDER OF PROTECTION Issued after a full hearing by the judge and normally in effect for a period of 180 days. In the cases that involve a Full Order of Protection the question of whether service has been effected by the Sheriff's Office will not be a controlling factor as both parties will have been made previously aware of this order as they were both present at the hearing to determine if the order was to be issued.

NOTE: Order of Protection; Ex-Parte or Full Order of Protection; are valid at any location in the State of Missouri, and remain valid even if the petitioner moves to another location within the State of Missouri

VII. REPORT TO BE WRITTEN

- A. On all domestic violence calls the primary assigned officer shall complete a CARE report of the incident.
- B. The report should contain justification as to the officer's actions regarding probable cause, identity of the primary physical aggressor, and if an arrest is not made, why.

VIII. WARRANT APPLICATIONS:

- A. If the uniformed patrol officer(s) complete the Preliminary Investigation, and the only additional step needed is the application for a warrant, then it shall be the responsibility of the uniformed officer who has handled the case to make the application for warrants in the most timely manner possible.
- B. If the uniformed patrol officer(s) completes the Preliminary Investigation, and there is additional case preparation needed, the case will be assigned out to one of the officers assigned to the Detective Bureau. It will be that detective's responsibility to complete the investigation, and make the warrant application in the most timely manner.

IX. SUPERVISORY RESPONSIBILITIES:

- A. It will be the responsibility of the supervisory level officers of this department to see that this policy is adhered to by those members of the department who are under their supervision.
- B. There are times when situations arise that will present extreme circumstances, and in these instances there is a need to allow for some variance. If such a situation does arise it will be the decision of the on duty supervisor to approve any variance from this policy. The reasons for, and all other facts, are to be completely documented in the report written on that incident.

BY ORDER OF:

Ray Johnson, Chief of Police

Date

APPROVED BY:

Michael G. Herring, City Administrator

Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been satisfactorily answered by my supervisor.

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BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 89-33

EFFECTIVE: FEBRUARY 15, 1990 INDEX: PATROL BOOK
SECTOR BOOK
TO: ALL PERSONNEL
SUBJECT: SECTOR PATROL BOOKS

I. PURPOSE:

The purpose of this General Order is to establish uniform guidelines and procedures of processing and disseminating information in sector patrol books.

II. GENERAL:

Officers assigned to the field operations unit and who normally ride a sector have been assigned sector patrol books. The books are comprised of three ring binders which include the following information:

A. Chesterfield warrants and warrants from other jurisdictions:

The Chesterfield warrants will consist of only those warrants where the suspect resides in the city limits. As a rule, all warrant arrest requests from other jurisdictions will be for suspects who reside in the City of Chesterfield.

B. Police Demand Orders:

Police Demand Orders (P.D.O.'s) are issued by the Missouri Department of Revenue. Their purpose is to provide legal documentation for police officers to seize driver's/auto licenses for such things as accumulation of points, refusal of breath test, and failure to satisfy auto accident judgements.

C. Vacation Checks:

Vacation Checks (CPD #17) are completed by desk personnel. Their purpose is to alert officers a citizen is out of town. Day watch officers shall visually check and document that check on the vacation check form.

D. Orders of Protection:

Ex Parte Orders and Full Orders of Protection are issued by the Circuit Court of each county. Ex Parte Orders are temporary in nature where Full Orders Of Protection can be issued for months at a time. Their purpose is to protect the victim (defined as the petitioner) from either physical or mental abuse from the suspect (defined as the respondent).

E. Derelict Vehicles:

Derelict vehicles forms (CPD #29) are utilized on off street dilapidated or "Abandoned" vehicles located throughout the city. The form allows the owner of the property/vehicle owner ten days to rectify or dispose of the vehicle. Our department will handle only those derelict vehicles located on commercial parking lots or public streets. The City's zoning enforcement personnel will handle vehicles on private property.

III. RESPONSIBILITIES:

A. Record Room:

It shall be the responsibility of the record room personnel to receive, file, and process for dissemination all original documents for the sector patrol books.

Record room personnel shall copy all Orders of Protection, Chesterfield Warrants, and Derelict Vehicles for distribution.

Police demand orders and vacation checks will require the original document to be entered in the sector books.

After processing by record room personnel, all original documents or copies of original documents should be placed in the wire basket marked "Sector Books" for dispersal.

B. Squad Supervisors:

It shall be the responsibility of the Squad Supervisors to examine the basket marked "Sector Books" at the beginning of each watch. The Squad Supervisor shall insure that the necessary documents be placed in the individual sector books.

Squad Supervisors should also check the books on a regular basis to insure the accuracy and timeliness of the data.

When information is purged from the books, those documents should be forwarded to the supervisor who will review the document and place it in the wire basket located on the squad room desk.

C. Patrol Commanders:

It shall be the responsibility of the patrol commanders to remove the purged documents from the squad room basket and to insure they are routed to the record room for processing.

D. Patrol Officers:

Patrol Officers shall examine their particular book at the beginning of each watch to determine what action needs to be taken. Any questions regarding documents located in the sector book should be directed to their watch supervisor.

When examining the books, patrol officers should:

1. Take appropriate action on items, such as P.D.O.'s derelict vehicles, vacation checks, etc.
2. Remove any document which is out of date or not applicable and forward to the supervisor.
3. Verify all warrants or wanted prior to attempting arrest. Once an arrest is effected, pull the copy from the sector book.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-1

EFFECTIVE: MARCH 2, 1990 CANCELS:
TO: ALL PERSONNEL INDEX AS: Execution of
SUBJECT: SEARCH WARRANTS Search Warrants
Warrants

I. PURPOSE

The purpose of this General Order is to establish uniform policies and procedures for the execution of search warrants by members of the Chesterfield Police Department.

II. POLICY

It is the policy of this department to:

- A. Provide techniques to accomplish a thorough and legal search.
- B. Observe the constitutional rights of the person(s) the warrant is being served upon.
- C. Minimize the level of intrusion experienced by those who are having the premises searched.
- D. Provide for the highest degree of safety for all persons concerned.
- E. Establish a record of the entire execution process.

III. DEFINITIONS

For the purpose of this General Order, the following definitions shall apply:

- A. Search Site - The premise(s) or person(s) to be searched as explicitly stated in the search warrant.
- B. Search Personnel - Law enforcement officers and supporting personnel that take part in the execution of a search warrant.
- C. Evidence Collector - Member of the search team responsible for the possession, packaging, sealing, and marking of all items seized.

- D. Supervising Officer - Search team member most knowledgeable about the case and/or responsible for the investigation.

IV. PROCEDURES

A. Uniform and Equipment Requirements

1. The search team shall at all times include at least one uniformed officer. All non-uniformed officers shall be clearly identified as law enforcement officers by wearing a distinctive armband, jacket or some other indicator of office.
2. All members of the search team shall be equipped with body armor ballistically equivalent to the threat that is expected.

B. Time limitations on search warrant execution:

1. A search warrant shall be executed as soon as possible within the conditions listed in the warrant and Missouri State law. Circumstances that may necessitate a delay in executing a search warrant include, but are not limited to:
 - a. Quantity of warrants being executed.
 - b. The fact that seizable items have not arrived at the search site.
 - c. The probability substantial resistance will be encountered.
 - d. The absence of a particular person(s) from the search site, when the supervisory officer feels the search would best be conducted if that person were present.
 - e. The need to protect an informant's identity.
2. Unless otherwise noted, a search warrant should be conducted during daylight hours.

C. Preparation for execution of warrant:

1. Prior to entering the premises, the supervisory officer shall conduct a pre-entry briefing of the execution process with all search team personnel. The briefing shall include a review of the actual order of operations and procedures the search personnel will follow, a simulation of the conditions of the search sight (using maps, charts, and diagrams, when appropriate) and tactics and equipment to be used in the event of forced entry.

2. The supervisory officer shall attempt to determine if any circumstances exist that make executing the search warrant at that time undesirable.
3. The supervisory officer shall insure the entire search warrant execution process is documented, from beginning to end, and continued until the search team leaves the premises. A written record shall be supported by photographs and, if practical, a video taping of the entire search site from start to finish.
4. The supervisor in charge of the warrant execution shall determine if additional equipment is necessary to be available on the scene, i.e. ambulance, fire apparatus, tow truck, etc.

D. Entry Procedures:

1. The approach to the scene shall be executed without sirens. If a pre-execution surveillance team is on the scene, radio contact shall be made to ensure that it is an appropriate time to serve the search warrant.
2. The supervisory officer shall be responsible for ensuring the search warrant is valid and the property about to be searched is the property listed on the warrant.
3. The supervisory officer shall ensure, if practical, the entry is tape recorded.
4. The search personnel shall position themselves in the following manner:
 - a. Exits from the premises shall be covered.
 - b. Uniform officers, where practical, shall be the most visible members of the search team, and shall conduct the entry if possible.
 - c. As a general rule, non-uniformed officers shall be the last members to enter the search site.

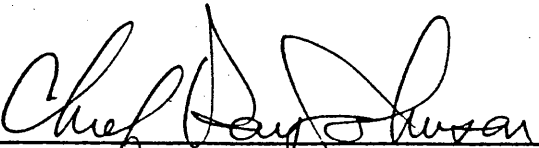
5. Notification

- a. The supervisory officer, or a uniformed officer, shall notify persons inside the search site, in a voice loud enough to be heard inside the premises, that he is a police officer and he/she demands entry to the premises at once.
- b. No-knock entries shall be made in accordance to the conditions set forth in the search warrant or applicable Missouri State Statute.

E. On-Premises Activities

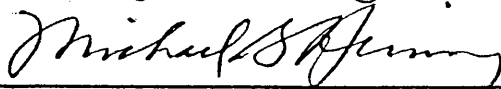
1. The supervisory officer shall ensure members of the search team conduct a security sweep of the search site.
2. After the search site has been secured, search personnel shall develop a prioritized strategy that details the likely whereabouts of the items seized.
3. One person shall be designated as responsible for collecting, preserving, and documenting all items seized until possession is transferred to the evidence custodian.
4. If damage occurs during an entry to a premise that will be left vacant, and the damage may leave the premises vulnerable to security problems, arrangement shall be made to guard the premises until it can be secured.
5. If damage occurs, that information should be documented in the police report of the warrant execution.

BY ORDER OF:


Ray Johnson, Chief of Police

3-15-90
Date

APPROVED BY:


Michael G. Herring, City Administrator

3/15/90
Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-2

EFFECTIVE: MARCH 9, 1990 CANCELS:
TO: ALL PERSONNEL INDEX AS: HANDCUFFING PRISONERS
 PRISONER HANDLING
SUBJECT: SAFE HANDLING OF PRISONERS TRANSPORTING PRISONERS

I. PURPOSE

The purpose of this General Order is to establish procedures for officers during the arrest, search and transporting of prisoners.

II. GENERAL

- A. Whenever an arrest is made, a police officer is placed in a potentially dangerous situation. Therefore, all prisoners shall be treated with the same degree of caution.
- B. When handling prisoners, the most obvious and perhaps most frequent hazards faced by police officers are:
 - 1. Weapons concealed by a prisoner.
 - 2. Attack or escape of a prisoner before or after handcuffing.
 - 3. A prisoner freeing himself from handcuffs.
 - 4. An officer's pistol or the patrol car's shotgun.
 - 5. An unsearched prisoner or unattended prisoner.
 - 6. Keys in the ignition of an unattended police vehicle.
- C. Guidelines for handling prisoners suspected of having AIDS are found in General Order 89-9.
- D. Procedures for handling prisoners requiring medical attention are found in Departmental General Order 89-17.

III. PROCEDURES

- A. Securing Prisoners
 - 1. If practical, prisoners shall be handcuffed before conducting a search. This allows for a safe and controlled search.

2. All prisoners physically arrested for a felony or misdemeanor offense shall be handcuffed with their hands behind their back. Exceptions may be those with injuries or deformities or when the arrest is for non-alcohol or non-drug related traffic charge, or for failure to appear in Court for a traffic charge. In these exceptions, officers may use their discretion in the application of handcuffs. When handcuffs are used, they must be properly applied, with the suspect's hands behind his back.
3. Proper Care and Application of Handcuffs.
 - a. Frequent cleaning and lubricating of handcuffs is important to ensure that the single bar moves freely and smoothly during application.
 - b. While on duty, handcuffs shall be carried in the "ready position" (single bar placed on the last tooth of the latch). This allows for speedy application of the handcuffs.
 - c. When applying handcuffs every effort should be made to approach the prisoner from the side. This allows the officer to maintain control.
 - d. Handcuffs shall be applied so that the prisoner's palms are facing outward with the thumbs on the side farthest from the prisoner's body. Once applied, the handcuffs should be double locked, then checked to ensure that they are secure by pulling or pushing on the jaws of the handcuffs.

B. Transporting Prisoners

1. When a prisoner is being transported in a one officer vehicle, the prisoner shall be placed in the right front seat, handcuffed from behind (when applicable) with the seat belt secured. Leg restraints shall be used when the prisoner's attitude indicates a potential for violent behavior; the prisoner is under the influence of alcohol or drugs; or the prisoner is being arrested for or has been previously arrested for a felony assault, weapons or escaping custody charge.
2. When a prisoner is being transported in a two officer vehicle, the prisoner shall be placed in the rear seat, handcuffed from behind (when applicable) with seat belt secured. The second officer sits in the left rear seat behind the driver.
3. One officer shall not transport more than one prisoner in a vehicle without a supervisor's approval.

4. When a lockup vehicle (cage car) is being used, prisoners shall be placed in the lockup area of the vehicle. Prisoners shall be handcuffed from behind (when applicable) with the seat belt secured.
5. One officer shall not transport more than two prisoners in a lockup vehicle (cage car) without a supervisor's approval.
6. When an officer is transporting a prisoner of the opposite sex, the dispatcher shall be advised of the location of departure, destination and the beginning and arriving odometer readings.
7. Prior to a prisoner being placed in a patrol vehicle, the shotgun rack (if provided) shall be locked and the area surrounding the prisoner shall be clear of all items of potential danger to the officer or the prisoner.
8. Even when handcuffed and secured inside the patrol vehicle, a prisoner should never be left unattended. Some individuals have been known to hide handcuff keys or picks on their bodies.
9. Upon entering police headquarters or intake service center, the police officer shall continue to exercise the highest degree of caution in handling prisoners. Even though the officer's pistol has been secured and a security area has been entered, a prisoner may still fight or attempt to escape. The police officer should not assume that the prisoner has been rendered incapable of escape or inflicting injury until the prisoner has been placed in the holding area.
10. While moving prisoners within police headquarters, all felony and other potential dangerous suspects shall be secured with handcuffs and/or leg irons. This includes suspects being interviewed or interrogated.

C. Booking of Prisoners at Police Headquarters

1. All prisoners presented for booking at police headquarters shall be thoroughly searched by the arresting officer or the officer who had custody of the prisoner. Females shall be searched by a female police officer or female clerk. If there is no female officer or female clerk on duty for the search, the arresting officer shall convey the prisoner to an adjoining police department or to the Department of Justice Services for the search. A female who has not been properly searched will not be placed in the holdover. For specific guidelines on the searching of prisoners, see General Order 89-6.

2. Prior to booking, the prisoner shall be handcuffed (when applicable) to the ring bolt provided in the booking area for that purpose. The arresting officer shall secure his weapon in the lock box provided. No weapons should be taken into the processing, interviewing, or holding area.
3. Upon completion of the booking sheet, the prisoner's property shall be inventoried and secured in the prisoner's security locker. Keys to individual prisoner lockers shall be given to the desk person for safe keeping.
4. The on duty patrol supervisor is responsible for all prisoners in the holdover. Custody begins when the suspect is placed in the holdover.

IV. CONCLUSION

Only police officers can protect themselves from the hazards involved in handling prisoners. By exercising good judgement and reasonable care, officers can maintain a margin of safety which will allow the handling of prisoners in a successful manner.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-5

EFFECTIVE: AUGUST 8, 1990 INDEX AS: Juveniles
TO: ALL PERSONNEL
SUBJECT: JUVENILES

I. PURPOSE:

The purpose of this General Order is to establish uniform procedures and guidelines for the handling of juveniles in custody or under the temporary care of members of this department.

II. GENERAL:

Missouri State Statutes (Chapter 271.061) states: "When a child is taken into custody with or without warrant for an offense, the child, together with any information concerning him and the personal property found in his possession, shall be taken immediately and directly before the juvenile court or delivered to the juvenile officer or a person acting for him." Although the St. Louis County Juvenile Court's policies have relaxed this position somewhat, officers should strictly adhere to the law when handling serious offenses. Less serious violations can be brought directly to police headquarters, but only under the guidelines listed below.

III. PROCEDURE:

A. Juveniles taken into custody:

1. Serious Violations (Homicide, rape, robbery, felonious assaults, weapons offenses, felony narcotic charges, burglary 1st degree).

- a. Juveniles taken into custody and charged with violations of the crimes listed above, shall be taken directly to the juvenile detention facility, located at 501 South Brentwood Boulevard, Clayton, Missouri. Such juveniles should not be brought to the police department for any reason. The arresting officer shall notify his/her supervisor he/she has a juvenile in custody, the nature of the offense and that he/she is enroute to the juvenile detention facility. If possible, the on duty

supervisor shall

contact the juvenile detention center and advise them the officer is enroute and the nature of the violation for which the juvenile was taken into custody.

- b. Necessary reports and forms shall be completed by the officer at the juvenile detention facility. A copy of the reports shall be retained by the juvenile authorities and the remaining copies returned to police headquarters. Any supplemental reports, additional information, etc., may be forwarded to the juvenile detention center at a later time.

2. Other Violations

- a. Juveniles taken into custody for violations not listed under serious violations may be released under the following circumstances:

- 1) To a parent or custodian at the scene.
- 2) To a parent or custodian at police headquarters.
- 3) To a parent or custodian at the child's residence.

In the event no such responsible adult or custodian is available, the juvenile shall be transported to the juvenile detention facility. Under no circumstances shall a juvenile remain at police headquarters longer than two hours without supervisory approval.

- b. Juveniles taken into custody for violations not listed under serious violations may be transported to police headquarters and interviewed only under the following criteria:

- 1) A deputy juvenile officer assigned by the juvenile court explains the juvenile's rights prior to questioning.
- 2) The entire referral process and interview does not exceed two hours without supervisory approval.

B. Non-Violator Juveniles in Custody of the Department

1. When a non-violator juvenile comes under the care and/or custody of the police department, as in the arrest of an accompanying parent or adult, every effort shall be made to avoid bringing the juvenile to the police headquarters building. The officer shall make every reasonable effort in arranging for the juvenile to be turned over to the custody of a responsible adult, upon agreement by the parent or person having original custody. If necessary, the non-violator juvenile may be brought to the police station, and depending on the age of the juvenile and the anticipated length of detainment of the arrested parent or custodian of the child, may remain at the police building, but only upon approval of the on-duty supervisor.
2. If it appears that the arrested person having custody of the child is going to be detained for a period of time (and is unable to post bond, etc.) and that the officer has been unable after a reasonable effort to locate a responsible adult to whom the child may be turned over, then the Juvenile Detention Center, 889-2990, shall be contacted for disposition of the juvenile.

C. Use of Physical Restraints

1. The arresting officer taking custody of a juvenile may, at his discretion (unless directed otherwise by a supervisor), may apply the necessary restraints including handcuffs and/or leg irons, to assure the safety of the officer and the juvenile being taken into custody.

D. Processing/Investigation

1. With regard to the interrogation, fingerprinting, photographing, and/or continuance of an investigation involving a juvenile, the officer shall familiarize himself/herself with, and carry out his/her activities within the constraints of the laws of the State of Missouri and the policies of the St. Louis County Juvenile Court as they apply to the handling of juveniles.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-6

EFFECTIVE: August 20, 1990 CANCELS: G.O. 89-3
TO: ALL PERSONNEL INDEX AS: Applicants
Employment
SUBJECT: HIRING POLICY AND PROCEDURE Hiring

The purpose of this Order is to establish, implement, and maintain a viable and equitable method of employing probationary employees for the Police Department. It is developed in accordance with Municipal Ordinance 137 which outlines the duties and responsibilities of the Board of Police Commissioners and is designed to supplement municipal personnel policy and procedures; it is not intended to revise, amend or supersede policies, regulations and procedures pertaining to the general personnel hiring process of the City of Chesterfield.

PROCEDURE:

I. Policy on Hiring:

1. All applicants for employment within the Police Department are given equal consideration regardless of race, national origin, age, veteran status, marital status, or the presence of a non-job related medical condition or handicap, creed, color, sex, or religious affiliation. All job appointments are based on merit and fitness.

II. Hiring Procedures:

1. The Board of Police Commissioners shall maintain an eligibility list from which qualified employees shall be selected. Formation of the eligibility list will be based on competitive hiring procedures and shall remain in effect for one (1) year from the date of the first appointment, or, may be terminated at the Board's discretion. Candidates for employment will be notified if termination of the eligibility list occurs prior to one (1) year of the date the list is established.
2. In order to be considered for employment an individual must first make application to the Secretary of the Board of Police Commissioners through the City Personnel Department. Said application will note that the applicant meets basic qualifications including:

- A. Citizen of the United States at the time of application and Missouri resident at time of appointment.
 - B. No felony record or serious misdemeanor.
 - C. Minimum age of 21 years or must have reached their 21st birthday at time of completion of the 16 week academy training course.
 - D. High school graduate or equivalent.
 - E. Weight and height must be in proper proportion.
 - F. Must hold valid driver's license from any state at time of application and a valid Missouri driver's license at time of appointment.
 - G. Must have had an honorable discharge from military, if applicable.
 - H. Have uncorrected vision not less than 20/200 (Snellen) and corrected 20/20 in one eye and at least 20/40 in the other eye. All applicants must pass a color vision test.
 - I. Be in excellent physical condition with no defects which would interfere in firearms use, raids, or defensive tactics.
3. The applicant must also provide the City with the following:
- A. A copy of high school diploma or equivalency certificate.
 - B. Copy of service discharge, if applicable.
 - C. Copy of degrees or diplomas that may be referred to in the application.
 - D. Signed credit and record check waiver.

4. Testing:

- A. Candidates for employment will be tested in a variety of areas. The tests shall carry a numerical or Pass/Fail weight as set out in the chart below.

<u>Areas of Testing</u>	<u>Weight</u>
Physical Fitness	Pass/Fail
Written	60%
Oral Interview	40%
Psychological Evaluation	Pass/Fail
Medical Evaluation	Pass/Fail
Drug Test	Pass/Fail
Background Investigation	Pass/Fail

B. WRITTEN EXAM

A grade of 65% or above shall be considered passing.

C. ORAL REVIEW

Candidates must appear before an Oral Review Board which shall evaluate the applicant in such categories as physical appearance, ability to effectively communicate, sincerity, effects of stress, personality image, and quality of response. As deemed necessary by the Board of Police Commissioners, the Oral Review Board shall consist of members of the Board of Police Commissioners, Police Department representatives of City Government, and/or outside personnel.

D. PHYSICAL FITNESS - POLICE OFFICER

In order to measure the capability of the applicant to perform certain tasks related to the position, candidates for employment must successfully complete a physical performance examination. While specific tasks may change from time to time, test events shall be designed to measure strength and/or flexibility of specific muscle groups, agility, and cardiovascular strength and endurance.

As a condition of continued employment, all officers shall sign a statement agreeing that physical performance standards will be met on an annual basis. Specific performance tasks shall be designated by the Board of Police Commissioners and the Chief of Police, and shall correspond to the physical performance testing in use for employment at the time.

- E. In addition, preference points shall be assigned to the overall examination score of each candidate based on the following criteria:

<u>Criteria</u>	<u>Possible Points</u>
1-Resident of the City of Chesterfield	1
2-Certified Police Officer as defined by Revised Missouri State Statutes	3
3-A current licensed paramedic by the State of Missouri EMS Bureau	1
4-Associate of Arts Degree (60 college credit hours) and eligible for Junior status	1
5-Bachelor of Arts or Science Degree	2
6-Police Reserve officer who has served a period of two years in the department and is in good standing	2

5. Probationary Period:

- A. The probationary period for all permanent employees is one (1) year from their first date of employment.

(1) During this year, supervisory personnel will observe the demonstrated ability, fitness, and willingness of a new employee to perform adequately in the job. Any person on probation may be dismissed by the Department Head with approval of the City Administrator without the right of a review of any kind.

(2) All police officers shall complete basic police training at a State recognized training academy. Following the completion of the basic police academy, the officer shall be assigned to department in-service training as designate by the Chief of Police.

- B. Any employee leaving the employment of the Chesterfield Police Department prior to completing the required probationary period will not be eligible for re-appointment without special permission of the Board.

BY ORDER OF _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-7

EFFECTIVE: NOVEMBER 13, 1990 CANCELS:
TO: ALL PERSONNEL INDEX AS: CALLS FOR SERVICE
 COMPLAINTS
SUBJECT: "KEEPING THE PEACE"
 CALLS FOR SERVICE KEEPING THE PEACE

I. PURPOSE

The purpose of this General Order is to establish and set uniform guidelines for officers responding to "stand by to keep the peace" calls for service. These type of calls would include, but are not limited to, car repossessions, landlord-tenant conflicts, or domestic disputes not involving physical assaults.

II. PROCEDURE

- A. It shall be the policy of this department to respond to legitimate calls for service requesting officers to stand by to keep the peace at any location within the City of Chesterfield.
- B. At the discretion of the watch supervisor, and when manpower permits, two officers shall respond to "keep the peace" complaints. Utilizing two officers enhances the safety of all parties and provides additional witnesses and documentation in case an incident does occur.
- C. When responding to the type of calls mentioned, it is important for officers to assume a neutral position regardless of who called the police.
- D. Officers who are present at these type of calls should assume the role of an informal mediator. If no agreement is reached the police will leave and if a physical confrontation develops, the officer(s) should take appropriate action commensurate to the specific actions of the involved parties.
- E. If an officer is confronted with copies of court orders, he/she should inspect the document to determine the date of the document. The document should contain the signature or initial of the judge who ordered it. There should be a seal or facsimile of a seal on the document or it may be on a blue backed paper. If there is no signature from the judge, treat the order as informative but not binding. If it is signed, but not sealed, the

order should be treated as binding. The effort should be to interpret the document as best that can be. If it is unclear, the officer should follow his/her best judgement.

If there are conflicting court documents, look to the dates; the last date is to be considered the controlling document. Adult Abuse orders are effective with the judge's signature and will not have a court date on them. If in doubt, keep the peace. It is not the officer's obligation to interpret conflicting documents.

If available and necessary, contact the City Attorney in emergency or highly volatile situations.

III. REPORTING

- A. When an officer responds to a call for police where he/she must stand by, and if the matter is resolved without conflict, no police report is required.
- B. If an officer responds, and has to intervene in terms of police action, the responding officer shall complete a C.A.R.E. report thoroughly documenting the incident, and any police action taken.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-8

EFFECTIVE: NOVEMBER 13, 1990 CANCELS:

TO: ALL PERSONNEL INDEX AS: FIT FOR CONFINEMENT
MEDICAL TREATMENT
SUBJECT: FIT FOR CONFINEMENT PRISONER MEDICAL TREATMENT

I. GENERAL

It is the policy of this department that "Fit For Confinement" examinations be conducted at St. Luke's Hospital, 232 South Woods Mill Road, Chesterfield, Missouri. This facility can provide "Fit For Confinements" on a 24 hour, 7 days a week, basis.

II. PROCEDURE

- A. A "Fit For Confinement" is required when a suspect is physically arrested and there is a reasonable assumption the suspect has a medical condition that would/could endanger the health of the suspect if incarcerated.
- B. A "Fit For Confinement" should be obtained when:
1. The suspect complains of an existing medical condition, either physical or mental, could be potentially serious if the suspect was incarcerated.
 2. When a suspect is charged with resisting arrest where physical force was used to subdue the suspect.
 3. When, in the opinion of the on-duty supervisor, a "Fit For Confinement" should be obtained.
- C. Obtaining a "Fit For Confinement" is limited to suspects who require non-emergency medical treatment. In an emergency situation the Chesterfield Fire Protection paramedics shall be summoned to examine and assist with the medical emergency of the suspect. If the suspect has been placed under arrest, the on-duty supervisor shall be responsible for assigning an officer to accompany the prisoner to the hospital.
- D. In these cases that require the patient to be examined at St. Luke's Hospital, officers must communicate to the emergency registration personnel, that the individual in question is a City of Chesterfield "Fit For Confinement"

case and the prisoner should, if possible, sign his/her own billing responsibility form. Officers are authorized

GENERAL ORDER 90-8

Page 2

to sign the treatment authorization form, but should not sign a financial responsibility form. General Order 89-17 (Temporary) addresses the ultimate financial responsibility regarding individuals in custody.

- E. After obtaining a "Fit For Confinement," the arresting officer shall transport the prisoner to the appropriate detention facility. The original "Fit For Confinement" form obtained at the hospital should be routed through the officer's immediate supervisor. Record Room personnel shall attach the original form to the prisoner's booking sheet and file accordingly.

BY ORDER OF _____
Ray Johnson, Chief of Police Date

APPROVED BY _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I may have had have been answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-9

EFFECTIVE: OCTOBER 30, 1990 CANCELS:
TO: ALL PERSONNEL INDEX AS: HAZARDOUS MATERIALS
SUBJECT: HAZARDOUS MATERIAL INCIDENTS

HAZARDOUS MATERIAL INCIDENTS

I. PURPOSE

The existence of hazardous materials in the City of Chesterfield and St. Louis County area is of vital concern to emergency response personnel. The proper response to a hazardous material incident is crucial for the safety of those responding as well as the public. The actions of emergency response personnel during the first several minutes of a hazardous material incident may determine the outcome of the event. The purpose of this bulletin is to inform employees of basic guidelines to follow when confronted with a hazardous materials accident or incident.

II. GENERAL

- A. Hazardous materials are shipped through this area daily. This material may be shipped via truck, rail, barge, or airline. Hazardous materials also can be found at fixed site facilities and illegal dump sites. These materials exist in numerous forms such as explosives, gases, flammable liquids and solids, poisons, and radioactive substances.
- B. The actions of the police officer at the scene of an incident involving hazardous materials are significantly different from the norm. Hazardous materials change the nature of an officer's response from a safety standpoint. It is always safe to assume that hazardous materials are involved in a questionable incident until proven otherwise.
- C. Hazardous material placards on a vehicle can assist officers by rapidly identifying the material contained inside. The four (4) digit number is known as the U.N. (United Nations) number. These numbers also may be on an orange panel as shown in the following sample. The shipping papers, kept near the driver, also can identify the product and its quantity; they should be used for quick and positive identification of substances being transported.

PLACARD



PLACARD

WITH

ORANGE
PANEL



III. PROCEDURE

The following are basic guidelines which police officers should follow at the scene of an incident or accident where hazardous materials are involved or suspected.

- A. Officer protection - stop short of the incident site to evaluate the effects of wind, visible product, placards, and the terrain. Approach cautiously from upwind, avoiding smoke or dust emitting from the product. Do not smoke, eat or drink near the scene. Do not clean up any spillage and do not open or enter a vehicle's cargo area. This is especially critical if there is smoke, leakage, or a strange odor coming from the vehicle.
- B. Identify the hazard - look for placards, labels or the U.N. number. Conditions at the scene should dictate one's actions (e.g., a tanker truck is leaking and/or smoke is emitting from the cargo area). Caution should be exercised if and when approaching the vehicle.
- C. Request appropriate assistance - immediately request the fire department, Civil Preparedness, watch commander, and assist units to secure the scene.
 1. If the driver of the vehicle is present, have him produce the shipping papers. If there is no driver available, the shipping papers should be in or near the driver's compartment. No actions should be taken regarding the vehicle or its contents without first coordinating activities with fire department personnel. Fire personnel have protective clothing and breathing apparatus available which will provide them with the necessary protection.

2. For incidents which involve freight trains, the conductor, not the engineer, will have a train "manifest" which will identify the contents of each car.
 3. In the case of an aircraft, the pilot will have the cargo "manifest" or listing.
 4. If none of the above are available, gather as much information as possible from the vehicle (i.e., license, truck name, etc.) and provide this information to the dispatcher who will attempt to contact the owners of the vehicle and ascertain its contents.
 5. Advise the dispatcher of any placard or substance information obtained. The dispatcher can access REJIS or the Department of Transportation reference book for information regarding actions needed to protect the officer and the public.
- D. Secure the scene - secure and take charge of the scene until arrival of fire personnel or Civil Preparedness. Normally fire department personnel will assume command of the scene from a hazardous material standpoint, with the police handling traffic/crowd control, reporting, investigation, etc.
- Some materials can affect a large area quickly in the event of a fire or explosion. The information from the dispatcher will help determine how large an area to secure or evacuate.
- E. Use safe on-site procedures - Do not enter the hazardous material site unless it is absolutely necessary. If entry is necessary, limit the time spent in the site. Avoid getting any of the substance on the clothes or body. Notify others who arrive on the scene of the suspected danger involved and safety measures to be observed.
- F. Contamination - An officer who suspects that contamination has occurred should seek medical attention immediately and notify his supervisor.

IV. RADIOACTIVE ACCIDENTS OR INCIDENTS

Radioactive substances are also hazardous materials and should be treated as such; therefore, the same procedures apply. There are additional steps to be taken due to the unique properties of radioactive substances. Look for a placard as shown to identify these substances.



- A. Secure the scene and notify the fire department and the Office of Civil Preparedness, both of which have the equipment to measure and detect the presence and levels of radioactivity. Without this equipment it is impossible to determine the risk involved at the scene. Do not open any packages, cargo doors, or vehicles which display the radioactive placard. Allow entry only to authorized personnel.

- B. Employees having questions concerning radioactive transportation hazards should contact the Office of Civil Preparedness at 469-3141.

This General Order is offered as a guide to police officers. Any questions on this bulletin should be directed to your supervisor or the Department Training Officer.

BY ORDER OF Chief Ray Johnson 11/14/90
Ray Johnson, Chief of Police Date

APPROVED BY: Michael G. Herring 11/14/90
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

GUIDE FOR HAZARDOUS MATERIALS

WHEN APPROACHING THE SCENE OF ACCIDENT INVOLVING AIR CARGO (NOT ONLY REGULATED HAZARDOUS MATERIALS):

- * APPROACH INCIDENT FROM AN UPWIND DIRECTION, IF POSSIBLE
- * MOVE AND KEEP PEOPLE AWAY FROM INCIDENT SCENE
- * DO NOT WALK INTO OR TOUCH ANY SPILLED MATERIAL
- * AVOID INHALING FUMES, SMOKE AND VAPORS EVEN IF NO HAZARDOUS MATERIALS ARE INVOLVED
- * DO NOT ASSUME THAT GASSES OR VAPORS ARE HARMLESS BECAUSE OF LACK OF SMELL

WHO'S IN CHARGE?

- * FIND OUT WHO IS IN CHARGE WHEN YOU ARE INVOLVED IN AN EMERGENCY RESPONSE ACTION
- * THE FIRE DEPARTMENT WILL BE IN CHARGE OF ALL HAZARDOUS INCIDENTS. THE INCIDENT COMMANDER WILL BE DESIGNATED BY A GREEN LIGHT AND A WHITE REFLECTIVE VEST

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 90-10

EFFECTIVE: DECEMBER 1, 1990 CANCELS: G.O. 90-4
TO: ALL PERSONNEL INDEX AS:
SUBJECT: PROMOTIONAL EXAMINATIONS Examinations
Promotions

I PURPOSE

The purpose of this General Order is to establish a procedure for departmental promotional examinations for commissioned personnel. It is developed in accordance with Chesterfield Municipal Ordinance 328 which outlines the duties and responsibilities of the Board of Police Commissioners and is designed to supplement Chesterfield personnel policy and procedures; it is not intended to revise, amend or supersede policies, regulations and procedures pertaining to the general personnel manual of the City of Chesterfield.

II GENERAL

- A. All commissioned personnel of the Chesterfield Police Department meeting the minimum standards as set out in the job description and the physical fitness requirements set out herein, not in a probationary status, and with more than three (3) years civilian law enforcement experience shall be eligible to compete in the promotional examination for the position of Sergeant.
- B. Eligibility for promotional examinations for the position of Lieutenant and Captain shall be limited to those officers occupying a supervisory position of Sergeant and Lieutenant respectively, having served at least two years time in grade with the Chesterfield Police Department, and meeting the physical fitness requirements set out herein. In addition, candidates for the position of Lieutenant and Captain must have graduated from an accredited four-year college or university.
- C. All supervisory appointments shall be made by the City Administrator with recommendation by the Chief of Police, after certification by the Board of Police Commissioners as being eligible for promotion.

- D. Competitive promotional examinations shall consist of the following:

POSITIONS OF
SERGEANT

	Pass/Fail	
Physical Fitness Standards	Weight	35%
Written Examination	Weight	40%
Practical Examination (to include police knowledge and supervision)	Weight	15%
Job Service Performance	Weight	5%
Experience	Weight	5%
Education		

POSITION OF
LIEUTENANT

	Pass/Fail	
Physical Fitness Standards	Weight	35%
Written Examination	Weight	40%
Practical Examination	Weight	20%
Job Service Performance	Weight	5%
Experience		

POSITION OF
CAPTAIN

	Pass/Fail	
Physical Fitness Standards	Weight	35%
Written Examination	Weight	35%
Practical Examination	Weight	25%
Job Service Performance	Weight	5%
Experience		

III PROCEDURE:

- A. Written and Practical Examinations. As required by this procedure, the written and practical examinations shall be administered to those officers who desire to compete and have met the minimal requirements. The written examination shall be administered by the Personnel Department. The practical examination portion shall consist of supervisors of this department participating with Police Commissioners and outside personnel, as selected by the Board of Police Commissioners to serve as an assessment board.

As applied to the written examination for Sergeant, only the top ten scoring officers shall be allowed to continue in the process. In the event of a tied score for the last position considered eligible for continuation, all officers occupying that position shall be eligible to continue.

- B. Job Service Performance. Shall include the quality and quantity of work the officer is capable of and willing to perform as decided on a scale of one to five. All supervisory personnel above the rank of the applicant may participate in this performance rating, except for the position of Captain in which case the Chief of Police shall evaluate and score the candidates. In completing this evaluation phase, the supervisors involved shall look at all previous evaluations and shall perform a current performance evaluation to determine promotability using the criteria of general knowledge, maturity/judgement, work standard (willingness to perform), leadership potential, and employee/public relations.

The final job service performance score shall be the average of the individual scores submitted by the participating evaluators.

- C. Experience. Total not to exceed five points. One point for each two (2) years of experience as a member of this department.
- D. Education. Total not to exceed five points. One point for each thirty (30) hours of college credit up to a B.A. or B.S. Degree, plus one point for a Masters Degree.
- E. Eligibility List. The Board of Police Commissioners shall maintain an eligibility list from which qualified employees will be promoted. A total of all numerical weights accumulated shall serve as the basis for compiling the final eligibility list. Promotions shall be made from the top of the promotional list unless just cause exists, as determined by the Chief of Police to pass an individual and, in which case, that individual shall retain his original status on the list.

The eligibility list will remain active for one year from the date of the first promotion. Vacancies shall be filled from the eligibility list for that respective rank. In the event no vacancy exists at the expiration of this period of time, the active eligibility list shall become void and no promotional examination shall be given until a vacancy does occur.

- F. Disqualification. Any disciplinary action resulting in a loss of pay or reduction in rank within a one (1) year period prior to the date of any promotional examination shall disqualify that officer from being eligible to participate in any promotional examinations. In the event an officer is returned to a probationary status as a result of disciplinary action, he/she must complete at least one year of service following the end of the probation before being considered as eligible for any promotional examination.
- G. Probationary Period. Every officer appointed to a supervisory position shall be required to satisfactorily complete a probationary period of one year. At any time during the probationary period the City Administrator, with or without the recommendation of the Personnel Director and Department Head, may either terminate a promoted employee or demote a promoted employee back to his previous position during the probationary period depending upon the availability of a position if, the working test period indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily, or that his habits and dependability do not merit his continuance in the position to which appointed.
- H. Physical Fitness Standards for Promotion. All eligible officers desiring to compete in a promotional process must successfully complete the physical fitness standards as set by department policy, and attached hereto. (See attached physical fitness standards, revised 9/27/89.)

IV AGREEMENT

In addition, all officers appointed to a supervisory position shall sign an agreement, as a condition of continued employment in the position to which appointed, stating that they will maintain a level of fitness enabling the successful completion each year of the physical performance standards set by department policy.

BY ORDER OF: _____
Ray Johnson, Chief of Police Date

APPROVED BY: _____
Michael G. Herring, City Administrator Date

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.

CITY OF CHESTERFIELD
POLICE DEPARTMENT

GENERAL ORDER 91-2

EFFECTIVE: December 16, 1991

CANCELS:

TO: All Personnel

INDEX AS: Absence of Command Officers
Command Officers

SUBJECT: ABSENCE OF COMMAND OFFICERS

The purpose of this General Order is to establish procedure for replacement of command officers temporarily absent from duty.

GENERAL:

Vacancies created by the temporary absence of command officers will be filled by personnel in the line of command. The replacement personnel will temporarily occupy the position, taking charge of office area and all duties of the command position.

NOTE: This General Order is not intended in any way to circumvent the department rank structure or chain of command.

PROCEDURE:

The procedure for the assumption of duties when the command officer assigned to the position is absent or unavailable shall be as follows:

<u>Position</u>	<u>Assigned to Vacancy</u>
1. Chief of Police	A Bureau Captain: The Commander of Services will serve during the odd numbered months of January, March, May, July, September, and November. The Commander of Operations will serve during the even numbered months of February, April, June, August, October, and December.
2. Commander Bureau of Support Services:	In the absence of a Bureau Commander, the other Bureau Commander shall assume all duties of the vacant position (unless another supervisor is designated by the Chief of Police).
3. Commander, Bureau of Field Operations:	
4. Commander, Bureau of Criminal Investigations:	Senior investigative officer or other investigative officer as assigned by the Officer In Charge with approval of the Chief of Police.

5. Officer In Charge of Crime
Prevention/Analysis:

In any absence of OIC, senior officer
currently assigned to the Crime Prevention
Division or officer as designated by the
Chief of Police.

BY ORDER OF: _____ Date
Ray Johnson, Chief of Police

APPROVED BY: _____ Date
Michael G. Herring, City Administrator

cc: City Attorney

cc: City Attorney

I have read and understand this General Order. Any questions I might have had have been satisfactorily answered by my supervisor.
