

<i>Effective Date</i> September 17, 2024	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1	
<i>Original Issue Date</i> April 15, 1998			
<i>Title</i> Policies, Procedures, and Special Orders		<i>Classification</i> III	<i>No. of Pages</i> 8

I. PURPOSE

The purpose of this Special Order is to establish within the Rolla Police Department a uniformed method for the issuance, classification, review, amendment, revision, and retention of internal written communications.

II. POLICY

The Rolla Police Department hereby establishes the following order relating to Police Department policies, procedures, and Special Orders for all members of the Department. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

A. Written Communication System

1. The process and product of the Department's internal written communication activity. This system includes Special Orders, procedural instructions/manuals, instructional materials, and memorandums as further defined in this order.

B. Written Directive

1. A written directive is any document within the Department's written communication system that is issued under the signature of the Chief of Police. Directives include all:
 - a. Special Orders;
 - b. Procedural Instructions;
 - c. Personnel Orders (Promotion/Assignment); and
 - d. Procedural Manuals as they are defined in this order.

C. Instructional Material

1. Instructional material is issued to inform and assist employees of the department in the efficient performance of their duties and to further explain specific directives from time to time. Instructional material may be issued by any Command Staff Officer with the approval of the Chief of Police.

D. Memorandum

1. Memorandums are issued to inform, inquire of, or direct an individual employee, an element of the Department, or in some cases, the entire Department; or to record information for future access. A memorandum may be issued by any member of the department having a reason to do so.

E. System-Wide Definitions

The following definitions will apply throughout the Department's written communication system:

1. May – confers a power but not an obligation
2. Shall – imposes a duty
3. Must – states a requirement
4. Police Chief – refers to the head of the Rolla Police Department
5. Department – means the Rolla Police Department, City of Rolla, Missouri
6. Element or Unit – a bureau, division, shift, section, squad, team, officer, or other functional component of the Department
7. Officer – a sworn member of the Department having police powers as defined by the state of Missouri. The term is applied without regard to sex, rank, or assignment.
8. Superior Officer – an officer holding a higher rank than another officer
9. Member – refers to all employees of the Rolla Police Department
10. Subordinate – a member holding a lower rank of classification than another member
11. Rank – the rank structure of the Rolla Police Department in descending order is as follows, each tier being equal:
 - a. Chief of Police
 - b. Major
 - c. Captain/Communications Chief
 - d. Lieutenant
 - e. Sergeant (or Corporal if no Sergeant on duty)
 - f. Corporal/ACO Supervisor/Communications Supervisor/Records Supervisor
 - g. Officer/Telecommunicator/All Other Civilian Personnel
12. Rule – a rule or order set forth in Department policy or City Rule or Regulation
13. Written Order – a directive issued by the Chief of Police
14. Abbreviations
 - a. GO – General Order
 - b. SO – Special Order
 - c. PO – Personnel Order

(Rev. 6/20)

- d. PI – Procedural Instruction
- e. IM – Instructional Material
- f. Memo – Memorandum
- g. Email Directive

- 15. Staff Designee – staff member assigned to a certain division, activity, or other component of the Rolla Police Department, in accordance with the current organizational chart.

(Add. 4/10)

Section 2: Following the Chain of Command

(Add. 12/21)

- A. It is expected that each employee of this department will follow his/her direct chain of command when communicating with employees of a higher authority or rank regarding departmental business. Examples of this type of communication includes but is not limited to:
 - 1. Requests for clarification of a departmental directive, policy and or procedure.
 - 2. Requests to attend department paid training.
 - 3. Requests to obtain new or replacement equipment.
 - 4. Reporting of use of force incidents and other significant events.
 - 5. When suggesting changes to departmental directives, policies and procedures.
- B. This provision is intended to create a consistent flow of information throughout the organization and is not intended to restrict employees from general conversations with higher ranking members of this department.

Section 3: Organizational Structure

(Rev. 9/24)

- A. The Chief of Police will have complete oversight of the entire department. Each division commander will have the responsibility of managing multiple divisions or specialty areas within the department, and in the Chief's absence, the Major will serve as the Acting Chief of Police. If the Major is unavailable, the next commander, based on seniority, will serve as the Acting Chief of Police.
- B. Each division, squad or specialty unit will report to their immediate supervisor, and each supervisor reports to their appropriate division commander. The Chief of Police reserves the right to make changes to the organizational structure or to the assignments of each division commander. The Chief of Police also reserves the right to appoint new division commanders as it becomes necessary.

Section 4: Organizational Structure Chart

(Add. 12/21)

- A. The organizational structure chart of the Rolla Police Department will reflect the command structure of this department, its divisions and specialty units. The organizational structure chart will be reviewed annually and any updates made to the organizational chart will be disseminated to all Rolla Police Department employees.

Section 5: Policy

- A. All directives establishing and amending the policies and procedures of the Department shall be issued in the standardized written format.
- B. All directives shall be issued under the signature of the Chief of Police. Staff Officers may issue written policies and procedures in a memorandum format only if such communications meet the following criteria:
 - 1. It must affect only those personnel subordinate to the issuing authority.
 - 2. It must not conflict with any provisions of the Department's directive system.

Section 6: Written Directives

- A. The Rolla Police Department has a written directive system that includes the following:
 - 1. Each special order will have a statement of policy.
 - 2. Each special order will cover specific procedures for carrying out agency activities, rules, and regulations covering the different areas.
 - 3. Each special order shall be indexed into one of the following areas:
 - 100 series- Law Enforcement Role, Responsibility & Relationship
 - 200 series- Organization, Management, & Administration
 - 300 series- Personnel Structure
 - 400 series- Personnel Process
 - 500 series- Operations
 - 600 series- Operation Support
 - 700 series- Traffic Operations
 - 800 series- Prisoner & Court-related Activities
 - 900 series- Auxiliary & Technical Services
 - 1000 series- Miscellaneous Directives
 - 4. The Chief of Police shall have the authority to issue, modify, or approve agency written directives.
 - 5. Each special order or written directive shall be reviewed by the command staff with input on changes or revisions coming from supervisory personnel.
 - a. Each supervisor should solicit input on new orders and reviewed directives from members under their control.
- B. A complete, printed copy of the Policy Manual shall be kept in the Administrative Assistant's Office.

(Rev. 4/10)

C. Special Orders shall be reviewed and revised as follows: (Rev. 5/07)

1. If the order carries a classification of “I,” it requires annual review for possible revision.

2. If the order carries a classification of “II,” it requires bi-annual review for possible revisions. (Rev. 5/13)

3. If the order carries a classification of “III,” it will be reviewed every three years and revised as needed. (Rev. 5/13)

Section 7: Special Orders/General Orders

A. Special Orders or General Orders define policies and procedures for the indefinite future of the Department and are permanent in nature unless revised or superseded by subsequent orders.

B. Special Orders or General Orders are issued under the signature of the Chief of Police and are binding on all members of the Department. Disciplinary actions may be taken against any member for a violation of a Special or General Order.

C. Upon receipt of an Order, each member shall acknowledge such receipt and certify understanding the order by signing and dating the Acknowledgment Form provided by the Department.

D. All Orders issued shall be categorized by subject matter. Each Order in a particular category shall be assigned a sequential number. If an Order is revised, amended, or superseded by a subsequently issued Order, the original Order shall be replaced by the new Order which shall bear the same sequential number as the original with a current issue date.

E. All new or modified forms associated with special orders require prior approval from the Chief of Police and must be forwarded to the Administrative Assistant for final dissemination. (Add. 5/07)

Section 8: Personnel Order

A. Personnel Orders are a notice to an individual, an element of the Department, or the entire Department of a change of status of specific personnel.

B. Personnel Orders shall be issued under the signature of the Chief of Police and shall be distributed as deemed appropriate.

C. Examples of Personnel Orders are: Notice of appointments, transfers, promotions, demotions, changes in pay grade status, formal reprimand, suspensions, dismissal, resignation, retirement, etc.

Section 9: Procedural Instruction/Manuals

A. Procedural Instructions or Manuals are publications of standard operating procedures issued as required by various elements of the Department. The Chief of Police is the issuing authority for such documents.

B. Procedural Manuals are distributed to those directly affected by the content.

- C. Procedural Instructions carry the same weight and authority as Special Orders or General Orders but only to those affected personnel.

Section 10: Instructional Material

- A. Instructional material is issued to inform and assist members of the department in the efficient performance of their duties and to further explain (but not to modify) Special or General Orders.
- B. Instructional material may be issued by an officer with expertise in the subject matter who is authorized to do so by a Command Staff Officer.
- C. Instructional material is less formal than a General or Special Order and ordinarily, violations of instructional material shall not be considered grounds for disciplinary action. Flagrant or repeated violations, however, may be considered grounds for disciplinary action.
- D. Examples of instructional material may include: instructions on the proper use of new equipment, the correct method of completing required forms, etc.

Section 11: Memorandum

- A. A memo is issued to inform, inquire of, or direct an individual member, an element of the department, or in some cases, the entire department of a desired action. They may also be issued to make a record of criminal activity or suspicion which is not sufficient to warrant police action or a more formal order or case report.
- B. A memo may be issued by any member of the department having reason to do so and shall be directed to such other member or element of the department having a need or use for such information.
- C. A memo concerning criminal activity must be treated as confidential except for those officers having a need for such information and must not be released or exposed to unauthorized persons or agencies.
- D. A memo may be written by any member of the department who has been asked to provide a written statement regarding an internal departmental issue.

Section 12: Online Policy Manual

(Rev. 2/22)

- A. An On-line Department Policy Manual is hereby established by the Rolla Police Department and shall hereafter be referred to as the "Online Policy Manual." The online policy manual will be comprised of current orders pertaining to the department.

(Rev. 3/22)

1. The entire online policy manual shall be available to all personnel on the department's policy portal in the PMAMHCM system. All corresponding policy attachments are available to all employees on the department network drive. It is the responsibility of each employee to read and stay familiar with these policies as they are implemented and updated. (Rev. 3/22)
2. It will be the responsibility of each full-time established employee and reserve officer to read each new policy or policy update and sign off on it within five (5) days of the date it is issued in the PMAMHCM system unless the employee is on vacation or sick leave. If, at any time, an employee is unable to access the manual due to computer problems, it will be his/her responsibility to notify a staff member. By electronically signing off on each policy, the

employee acknowledges that they understand the contents of this policy. Their electronic signature shall indicate that the employee has either been trained, or recognized his/her own responsibility to self-train in accordance with the policy. The employee also acknowledges that any questions may be directed to any supervisor or command staff officer for clarification.

(Rev. 9/24)

3. New POST certified hires beginning their field training with the Rolla Police Department and cadets hired with the department will have 14 days from start date to read and sign off on all department policies and attachments. (Add 9/24)

- B. All rules, regulations, policies and memorandums contained within the Policy Manual govern the actions of all employees of the Rolla Police Department and are sanctioned by the City of Rolla Personnel Rules and Regulations.

(Add. 4/06)

1. While Rolla Police Department Policies may be more restrictive than City of Rolla Personnel Rules and Regulations, the latter will take precedence in the event of an actual conflict in rules.

(Add. 4/06)

- C. No employee is permitted to destroy, remove, change, or add any policies without written directive or permission from the Chief of Police.

(Rev. 4/10)

- D. No employee shall distribute any copies of departmental policies to anyone outside the department without expressed permission from the Chief of Police.

(Add. 4/10)

- E. All original policies containing the signature of the Chief of Police shall be kept in a secure file in the administrative office of the Police Department. These policies may not be removed by anyone other than the Chief of Police or Administrative Assistant, except for placement into Archives.

(Add. 4/10)

Section 13: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> September 17, 2024	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1	
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employee acknowledges that they understand the contents of this policy. Their electronic signature shall indicate that the employee has either been trained, or recognized his/her own responsibility to self-train in accordance with the policy. The employee also acknowledges that any questions may be directed to any supervisor or command staff officer for clarification.

(Rev. 9/24)

3. New POST certified hires beginning their field training with the Rolla Police Department and cadets hired with the department will have 14 days from start date to read and sign off on all department policies and attachments. (Add 9/24)

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(Add. 4/06)

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(Add. 4/06)

- C. No employee is permitted to destroy, remove, change, or add any policies without written directive or permission from the Chief of Police.

(Rev. 4/10)

- D. No employee shall distribute any copies of departmental policies to anyone outside the department without expressed permission from the Chief of Police.

(Add. 4/10)

- E. All original policies containing the signature of the Chief of Police shall be kept in a secure file in the administrative office of the Police Department. These policies may not be removed by anyone other than the Chief of Police or Administrative Assistant, except for placement into Archives.

(Add. 4/10)

Section 13: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> February 24, 2025	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 101	
<i>Original Issue Date</i> January 16, 1989			
<i>Title</i> Response to Resistance		<i>Classification</i> I	<i>No. of Pages</i> 13

I. PURPOSE

(Rev. 6/20)

The purpose of this policy is to provide law enforcement officers with guidelines for the use of less-lethal and deadly force.

This Special Order governs all personnel who are acting in the capacity of a law enforcement officer, on or off duty. This Special Order establishes policy and procedures for the use of deadly and non-deadly force by department employees, as well as clearly describing prohibited activities.

All entry level officers shall be issued this order and thoroughly trained in its content prior to being authorized to carry firearms.

II. POLICY

(Rev. 6/20)

The Rolla Police Department recognizes and respects the value and integrity of each human life. In vesting police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Officers are confronted with situations where control must be exercised to affect arrests and to protect the public safety. Control may be achieved verbally through instruction, advice, warnings and persuasion, or by use of physical force.

While the use of reasonable physical force may be necessary in situations which cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under a particular set of circumstances. Therefore, it is the policy of the Rolla Police Department that police officers shall use only that force that appears reasonably necessary to accomplish lawful objectives by effectively bringing an incident under control, while protecting the lives and safety of the officer or another. Verbal or physical abuse is forbidden.

Therefore, the Rolla Police Department establishes the following standard operating procedure for the purpose of detailing guidelines of all sworn police personnel in the response to resistance. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

(Section Rev. 6/20)

- A. **Deadly Force** – That force which is intended to cause death or serious bodily injury or which creates some specified degree of risk that a reasonable and prudent person would consider likely to cause death or serious physical injury.
- B. **Excessive Force** – The application of an amount and/or frequency of force greater than that required to compel compliance from a willing or unwilling subject.
- C. **Firearms** - Any weapon from which a projectile is forcibly ejected by an explosion.
- D. **Non-deadly force** - That force, which applied properly, poses little or no risk of death. That level of force necessary and reasonable to restrain, subdue or control a resistant individual or unlawful

situation involving the use of physical strength which falls outside of the normal scope of physical contact reasonably necessary to affect an arrest, handcuff or control an individual.

- E. **Reasonable belief** – The determination that the necessity for using force and the level of force used is based upon the officer's evaluation of the situation in light of the totality of the circumstances known to the officer at that time the force is used and upon what a reasonable prudent officer would use under the same or similar situations.
- F. **Serious physical injury** – An injury that involves a substantial risk of death, protracted and obvious disfigurement, or extended loss or impairment of the function of a body part or organ.
- G. **De-Escalation** – Taking action or communicating verbally or non-verbally during a potential force encounter in an attempt to stabilize the situation and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction of the force necessary.
- H. **Excited Delirium** – A state of extreme mental and physiological excitement, characterized by extreme agitation, hyperthermia, hostility, exceptional strength and endurance without apparent fatigue.

Section 2: General Policy

(Section Rev. 1/21)

- A. Use of physical force should be discontinued when resistance ceases or the incident is under control.
- B. Physical force shall not be used against individuals in restraints, except as objectively reasonable to prevent their escape or prevent imminent bodily injury to the individual, the officer, or another person. In these situations, only the minimal amount of force necessary to control the situation shall be used.
- C. Once the scene is safe and as soon as practical, an officer shall provide appropriate medical care consistent with his or her training to any individual who has visible injuries, complains of being injured, or request medical attention. This may include providing first aid, requesting emergency medical services, and/or arranging for transportation to an emergency medical facility.
- D. An officer has a duty to intervene to prevent or stop what they would consider use of excessive force by another officer when it is safe and reasonable to do so.
- E. All response to resistance shall be documented and investigated pursuant to this agency's policies.

Section 3: Responsibilities of Department Personnel

(Section Add. 6/20)

- A. Department Commanders and Supervisors have a responsibility to closely monitor the day to day performance of employees under their supervision. Commanders and Supervisors must maintain an awareness of any employee experiencing problems dealing with the public and make recommendations for specific remedial action, training, or counseling when appropriate.
- B. Supervisors shall ensure that the Response to Resistance Report is completed in all instances where any level of force is used. A Response to Resistance Report shall not be completed in instances where only non-force anti-resistance measures are utilized by the officer. Commanders and Supervisors are accountable for the compliance of their subordinates with the provisions of this Order.

- C. Every employee of the Rolla Police Department has the responsibility to immediately contact the on duty Supervisor or the Duty Officer and report any act which they believe involves the excessive use of force.
- D. Any employee who fails to report physical abuse against any citizen by another member of this department is subject to disciplinary action.

Section 4: De-escalation

(Section Add. 6/20)

- A. An officer shall use de-escalation techniques and other alternatives to higher levels of force consistent with his or her training whenever possible and appropriate before resorting to force and to reduce the need for force.
- B. Whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used.

Section 5: Response to Resistance Control Model

The response to resistance by officers shall be in compliance with the training standards established by the Rolla Police Department. An illustration of the Department's Response to Resistance Control Model is presented as Attachment A of this order. This control model does not represent a specific course of action or conduct, but rather serves as a guide to possible methods of response available to an officer in reaction to a subject's behavior. The point of entry into the Control Model will vary with each situation, based on the subject's actions.

The levels of resistance exhibited by the subject, along with authorized responses, are as follows in the Response to Resistance Control Model:

(Rev. 6/20)

A. Level - Cooperative

In the course of normal patrol, the officer's contact with the general population is vastly more positive than negative, and likewise, much more prone to non-force than forceful confrontation. Even in exceptional cases, at times the officer may simply re-adjust his spatial positioning or elicit greater eye contact (body language methods of de-escalation) and gain reluctant compliance of the individual. Or the non-compliant individual may have the officer's request repeated or be verbally convinced that increased reluctance need not progress to resistance (verbal persuasion methods of de-escalation) culminating in eventual compliance.

1. In dealing with people, each officer must attempt to make his contact one which inspires respect and generates cooperation and approval of the public. A citizen's encounter with the police can be a frightening, emotional experience and under these circumstances, the risk of misunderstanding is great.
2. The manner and form in which an officer speaks to the individual(s) can be an effective means of exerting verbal force in order to control the situation. Verbal force may be in the form of warnings, advice, persuasion, volume or tone control and may in and of itself, be progressive in nature, depending upon the circumstances. All are effective means of utilizing reasonable and necessary verbal force in de-escalation. If used properly, officers may not have to resort to the use of other forms of force.

3. The majority of arrests made by officers of this department are made peacefully; the prisoner is handcuffed, searched, and transported. In these situations there is neither resistance, nor the need to use force. On occasion, some form of physical maneuvering may be required to escort the individual from one location to another.

B. Resistance Level I

On occasion, police officers are faced with an uncooperative individual or one who refuses to be placed in custody, and other alternatives would be, or have been, ineffective or inappropriate. Incidents of this nature require officers to use sufficient force to make the lawful arrest without unnecessarily aggravating the situation. The object of this level of force is to gain compliance and control while minimizing the risk of injury to the officer, the person being placed into custody, and innocent bystanders. As shown in Attachment A, control options could include body language, verbal persuasion, contact controls, joint restraints, and nerve center controls.

(Rev. 6/20)

C. Resistance Level II

Resistance in this classification is active in its scope and intensity. The suspect's indifference is expressed via physical defiance. The individual may turn away from the officer and attempt to leave the scene. He may actively resist the officer's attempts at controls. The critical aspect of Resistance Level II is that no direct force or violence has been directed toward the officer or another. It should be noted, however, that resisting a control technique could directly or indirectly injure the officer and, therefore, subsequent techniques deployed attempting to gain control of the suspect could legitimately escalate into a higher level of non-compliance. As shown in Attachment A, control options for this level of resistance could include all techniques listed for Resistance Level I, as well as oleoresin capsicum (OC), conductive electrical weapons (CEW), and chemical irritants (tear gas).

(Rev. 6/20)

1. Tear Gas: The use of tear gas will be limited to tactical operations conducted under the direct supervision of personnel trained in the proper use of chemical weapons.
 - a. Prior to deployment of chemical agents, due regard shall be exercised for the safety of the subject, police officers, and innocent citizens. Proper scene cordon and evacuation techniques shall be utilized.
 - b. The minimal amount of chemical agents necessary under the circumstances shall be deployed. Only non-burning agents will be deployed within a structure or near a potentially flammable environment.
2. Conductive Electrical Weapons (CEW): It is the policy of this agency to use only that level of force reasonably necessary to control or otherwise subdue violent or potentially violent individuals. CEW have been proven effective in furtherance of this policy, and are authorized for use in appropriate circumstances by trained personnel.

(Rev. 10/09)

- a. CEW are hand held, battery-operated weapons designed to override the sensory and motor functions of the central nervous system, causing uncontrolled contractions of the muscle tissue.

(Rev. 5/07)

- b. The battery-operated devices will only be used with power sources recommended by the manufacturer.
- c. Employees who carry the device must have satisfactorily completed the agency approved training course, and subsequent annual refresher courses.

(Rev. 5/07)

- 1. The device shall be carried fully armed with the safety on, in preparation for immediate use in appropriate circumstances.
- 2. The device will be carried by general duty patrol officers in an approved holster on the support side of the body, requiring the support hand draw. Those authorized to use the devices and not assigned to general duty patrol may utilize other department-approved holsters, and carry the weapon consistent with department training.

(Rev. 6/20)

- a. Officers approved to use the device shall be issued a minimum of two cartridges, and have it accessible in case of cartridge failure, need for re-application, or if the first cartridge's leads break during engagement. Both cartridges shall be carried on the CEW as recommended by the manufacture.

(Rev. 6/20)

- b. Cartridges shall be replaced consistent with the manufacturer's expiration period.

d. Use, Deployment, and Aftercare

- 1. The decision to use the device follows the same basic justification criteria as OC spray. Special consideration should be given to the following
 - a. The likelihood of physical injury with the device is similar to OC spray, with the exception of an accidental probe contact to a vital area or a secondary injury from falling down.
 - b. Persons who have been exposed to both technologies generally consider the discomfort effects of OC spray more significant than the electro muscular disruption device, but less incapacitating.
 - c. Persons exposed to the device recover in seconds or minutes, as compared to approximately one hour for OC spray.
 - d. The device is more likely than OC spray to stop persons under the influence of alcoholic beverage/controlled substances, or those suffering from mental instability.
 - e. The subject should be secured as soon as practical while disabled by CEW power or immediately after, to minimize the number of cycles needed and time exposed to overcome resistance and bring the subject under control. In determining the need for additional energy cycles, officers should be aware that an energized subject may not be able to respond to commands during or immediately following exposure.

(Add. 10/09)

2. The device shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or any other required handling outside of an operational deployment.
3. In preparation of firing, the device shall be pointed in a safe direction, taken off safe, then aimed appropriately (lower center of mass of the chest area is the primary aiming point, with center mass of the chest or legs being secondary targets) using the fixed sights as the primary aiming device, and the laser dot as the secondary aiming device.
(Rev. 10/09)

- a. At no time shall an officer point both the CEW and firearm at an individual simultaneously (i.e. one in each hand). This will decrease the chance of an officer accidentally deploying the wrong weapon.

(Add. 2/09)

4. The optimal effective range of the device is 12 to 18 feet, with 3 feet being the minimum recommended range and 25 feet being the maximum range.

(Rev. 11/10)

5. It is the policy of this agency to use the “cartridge on drive stun” method of deployment, which involves leaving the cartridge attached to the device, firing the probes from close range, then repositioning the device and touching the suspect away from the point of probe contact-consistent with training. This allows for the use of the device in close quarter situations, with an increased potential for neuromuscular incapacitation. Officers are authorized to use the device in the standard method of “drive or touch stun” when facing exigent circumstances which justify the use of the device at close range, but do not reasonably allow its use in the alternative mode.

(Add. 10/09)

6. In ordinary circumstances, the deploying officer shall remove the darts from the suspect in the field using the procedure outlined in training. Universal precautions shall be followed to protect the officer from the transfer of body fluid/material. The suspect shall be taken to the hospital for dart removal in cases where sensitive tissue impalement has occurred (i.e. groin, eye, female breast, face, neck), in cases where the suspect demands it, or the officer feels it would be necessary and appropriate. Photographs of the affected area should be taken after the dart is removed.

7. When practical, the exposed subject should be examined and cleared by an emergency medical technician (EMT) or higher medical authority prior to booking.

8. When the device has been used operationally, the officer will collect the air cartridge, wire leads, darts, and APHIDS for proper disposal.

(Rev. 6/20)

d. Excited Delirium

1. Police officers, on occasion, will interact with persons found in a state of excited delirium, with symptoms including but not limited to:
 - a. Bizarre or unusually violent behavior
 - b. Signs of overheating/profuse sweating

- c. Disrobing
 - d. Violence toward/attacking glass, lights, and reflective surfaces
 - e. Superhuman strength and endurance
 - f. Impervious to pain - self-mutilation
 - g. Disturbances in breathing patterns or loss of consciousness
 - h. Complaints of respiratory difficulty
2. It is the policy of this agency to immediately call for medical assistance in any case where one or more of these behaviors has been observed by officers, or is reasonably believed to be present - including cases where information concerning such behavior is received via 911 call for assistance.

3. Tire Deflation Devices

- a. The use of tire deflation devices will be restricted to use in bringing a safe and successful conclusion to a motor vehicle pursuit. (Add. 4/23)
- b. Tire deflation devices will only be deployed by those officers who are trained in the deployment of these devices and in accordance with the Rolla Police Department Special Order governing police pursuits. (Add. 4/23)

D. Assaultive Level I

In this level the officer is met with active, hostile resistance expressing itself in the form of physical attack or viable threat of physical attack upon the officer or another. Resistance keys upon the direction of the violence as well as the intensity and, therefore, includes a large realm of resistance activities. In each case, the specific judgement as to overall scope of the violence must err on the side of officer safety. In addition to the control options presented for Resistance Levels I and II, the officer could include intimate impact weapons, extended impact weapons, and Less Lethal Extended Range Impact Devices in his range of force options. Officers should continue to be aware of the medical condition known as “Excited Delirium”.

(Rev. 6/20)

1. Intimate Impact Weapons: This level of unarmed force involves the use of what is commonly known as personal weapons (i.e.; fist, hand, elbow, feet, knee, etc.). The use of personal weapons can be employed by officers to defend themselves against unlawful assaults where higher levels of force are not necessary and other verbal and physical force alternatives would be, or have been, ineffective or inappropriate. Striking techniques may be delivered with an officer’s open hand, fist, forearm, leg or foot. Primary target points are the major muscle mass areas such as the legs, arms, shoulders, torso, or side of the neck. Strikes to these target areas should create temporary muscle paralysis. Application of this level of force must be justified and appropriate. (Rev. 10/04)
2. Baton Strikes: The Department-issued or other baton approved by the Chief of Police may be carried by uniformed officers below the rank of Staff Sergeant at all times while on duty. Although not required, all Staff Officers are encouraged to have a baton available while on duty.

The baton shall only be used in accordance with current Departmental training standards. The use of the baton shall be restricted to quelling physical confrontations where other verbal or physical force alternatives would be, or have been, ineffective or inappropriate.

(Rev. 6/20)

- a. The Department-issued baton shall be the ASP Expandable Baton.

(Rev. 8/95)

- b. Prior to being authorized to carry the ASP baton, officers will be required to successfully complete the manufacturer's user certification course. Only certified instructors will be utilized to conduct certification and annual re-certification courses for the Department.

- c. Only batons issued by this department or authorized by the Chief of Police shall be authorized for use by employees.

(Rev. 6/20)

- d. When carried, the baton will be secured in a manner consistent with established uniform standards.

- e. With the exception of the flashlight, other types of striking devices not approved by the Chief of Police are strictly prohibited and shall not be carried while on duty or acting in an official capacity as a member of this Department. The flashlight may be used as an impact weapon when use of the ASP would be authorized, provided the flashlight is already in hand. This will prevent discarding the flashlight and attempting to employ the ASP. A discarded flashlight becomes a weapon available to the attacking opponent.

(Rev. 6/20)

3. Less Lethal Extended Range Impact Devices (LLERID)

- a. The primary type used by the Rolla Police Department is the 12-gauge flexible baton (beanbag round). The LLERID shall only be used in accordance with current Department training standards.

- b. The use of LLERID can be employed by officers to defend themselves against unlawful assaults and to apprehend suspects that pose a threat of serious physical injury to other officers, bystanders, or himself. Examples include, but are not limited to: The suspect is armed or has access to weapons in close proximity; the suspect is threatening suicide or injury to others, and due to weapons, physical stature, demeanor, or past history of violence the officer believes that other levels of force would be ineffective or cause the officers or others to be in danger of injury.

(Add. 6/20)

- c. Prior to being authorized to deploy the LLERID, officers are required to successfully complete manufacturer's user certification course. Only certified instructors will be utilized to conduct certification and annual recertification.

(Add. 10/99)

- d. Only LLERID issued by the Department shall be authorized for use by the employees.

(Add. 10/99)

- e. The potential for causing death or serious physical injury with such projectiles is a reality. This potential is greatly reduced when impacts to the head, neck, and chest are avoided, and

when appropriate medical examination is provided in cases where the subject is struck in an area that might conceal a closed injury such as the back, thoracic and abdominal cavities, and the groin. When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation are the desired goal, and alternative target areas/response should be considered when rounds are not effective. Alternative target area/response considerations will be based on the circumstances the officer is encountering, and the established department safety priorities.

(Add. 10/04)

f. The use of kinetic energy impact projectiles is considered an Assaultive Level I response to resistance when deployed to areas of the suspect's body that are considered unlikely to cause death or serious physical injury.

1. The use of kinetic energy impact projectiles is considered an Assaultive Level II-Deadly Force, if intentionally deployed at the head or neck.

2. The less lethal projectiles will be delivered to suspect target areas based on the circumstances, established safety priorities, and the level of force authorized.

(Rev. 6/20)

E. Assaultive Level II

At this level, it is the violent subject who, by his actions, creates a reasonable assessment that his non-compliant activity has the potential to cause the officer or someone else great bodily harm and even death. Most officers will readily, almost instinctively, perceive when their actions are in defense of life and, therefore, reasonable in force options which range from the levels indicated earlier to include: extended range impact projectiles, weapons techniques with debilitating potential, service firearm, and supplemental firearms.

(Rev. 6/20)

1. All officers are equipped with a firearm to defend themselves or others against deadly force. An officer shoots when it is reasonably necessary to preserve his life or the life of another. When a firearm or other deadly force is used, it must be within the realization that the death of a person may occur.

2. Justification for the use of deadly force must be limited to what reasonably appears to be the facts known or perceived by an officer at the time he decides to use such force. Facts unknown to an officer, no matter how compelling, cannot later be considered in determining whether the use of deadly force was reasonable.

(Rev. 11/10)

3. An officer may use deadly force in the defense of a citizen or himself from what he reasonably believes to be an immediate threat of death or serious physical injury, provided that the further risk of death or serious physical injury to others if the violent felon is not apprehended exceeds the risks inherent in the use of deadly force to others.

4. Deadly force may be used to prevent the escape of a fleeing felon when the officer has exhausted all other means of capture including a verbal warning to stop, if feasible, AND:

(Rev. 6/20)

a. The officer reasonably believes that the person to be arrested has used deadly force in the commission of a felony, OR:

- b. The officer reasonably believes that the person whose arrest is sought will inflict death or serious physical injury to the officer or others if apprehension is delayed.
- 5. Deadly force may be used to kill seriously injured or dangerous animals when no other disposition is reasonably practical. When feasible, officers must obtain approval from a supervisor before such action is taken.

(Rev. 10/04)

- a. Whenever deadly force is used to dispose of a dangerous or injured animal, the officer handling the incident will request a CAD card informational call in the RMS system to document the incident. In their CAD card summary, the officer will provide a brief summary of the incident along with a description of the type of weapon that used and the number of rounds fired to dispose of the animal.

(Rev. 11/21)

Section 6: Shoot to Stop

- A. Members shall fire weapons to stop an assailant from completing a potentially deadly act as described in this Order. For maximum stopping effectiveness and minimal danger to innocent bystanders, the officer shall shoot "center body mass".
- B. "Warning shots" are prohibited.
- C. Shots shall not be fired indiscriminately toward or at a crowd or gathering.
- D. Officers shall not discharge a firearm at or from a moving vehicle except as the ultimate measure of self-defense, or defense of another who is in imminent danger.

(Rev. 2/25)

Section 7: Display of Firearms

- A. Firearms may be displayed in the following situations:
 - 1. When the use of firearms is authorized pursuant to this order.
 - 2. When the person to be apprehended has committed, or there is probable cause to believe the person to be apprehended has committed a felony offense, and the possibility exists (that the individual poses an immediate threat of bodily harm to the officer(s) or others) based on the:
 - a. Severity of the charge;
 - b. Individual or number of individuals to be apprehended;
 - c. Credible information received concerning weapons and/or subject's propensity for violence.
 - d. Other circumstances under which the felony arrest may occur which renders the drawing or display of a firearm a reasonable precaution.
- B. Except for general maintenance, storage or authorized training, officers shall not draw or exhibit their firearm unless circumstances create strong reasonable cause to believe that it may be necessary to lawfully use the weapon in accordance with this order.

(Rev. 10/97)

- C. A firearm shall not be used as a club, hammer, pry bar, tool, or for any other purpose other than for which it was intended.
- D. A revolver shall not be carried or placed at any time in a "cocked" condition. Officers carrying semi-automatic pistols will return the weapon to the double action firing condition as soon as practical after discharging a round or rounds.
- E. Officers shall not engage in any "horse play", "quick-draw", or any other similar activity.
- F. Weapons shall not be used for any purpose other than approved range training, performance of duty, or as otherwise provided by law. Departmental weapons shall not be carried or utilized for hunting, or similar, non-law enforcement activity.
- G. No officer shall display or provide any weapon to a citizen to inspect, examine or otherwise handle.
- H. No officer shall furnish his firearm to any citizen or civilian enlisting his assistance.

Section 8: Deadly Force Other Than Firearms Prohibited

- A. Deadly force may consist of the use of items, articles, instruments, or equipment other than firearms which are designed, intended, and routinely utilized for other legitimate police purposes such as vehicles, batons, etc. Deliberate use of any such item, article, instrument, or equipment for any purpose other than that for which it was designed and intended, or in a potentially deadly manner (i.e.; as a club), is prohibited except in cases where the use of deadly force is specifically authorized by this order.

(Rev. 8/95)

- B. Striking to the head should be avoided; it may occur only as a LAST RESORT when no other means of control exists and the use of deadly force is reasonable.

(Rev. 11/10)

Section 9: Training

- A. Officers shall receive in-service training periodically regarding defensive tactics and the use of physical force and control holds. This training will be consistent with current legal trends and generally accepted law enforcement procedures.

(Rev. 8/95)

- B. Only certified instructors will be utilized to present this training. Although not required, it is preferred that the instructors be sworn members of this Department.
- C. A training syllabus will be prepared by the lead instructor and submitted for review to the Chief of Police for his approval.
- D. Areas of concern on the training syllabus will be brought to the attention of the Police Chief for appropriate review.
- E. All training syllabi will be approved by the Chief of Police prior to implementation.
- F. The training officer is responsible for coordinating the training program; to include the scheduling process, equipment, and facility acquisition.

1. Entries of this training shall be made on the officer's individual training record.
 2. A list of officers failing to attend or pass the required training shall be prepared and forwarded to the Division Commander for appropriate corrective action.
- G. All sworn personnel below the rank of Captain shall be required to attend these training sessions as scheduled, unless excused for a justifiable reason by the appropriate Division Commander. All other sworn personnel are encouraged to attend.

(Rev. 10/23)

Section 10: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 1:B:1-6 "Reasonableness is determined...criminal culpability."

Section 1:G "Unnecessary force"

Section 3:C:2:d:5 "The device has generally....citizen complaints"

Section 3:C:2:f "Reporting"

Section 3:D:4 "Use of Canine"

Effective Date December 23, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 102	
Original Issue Date September 15, 1992			
Title Reporting Response to Resistance		Classification II	No. of Pages 4

I. PURPOSE

To establish policy and regulations governing the reporting of response to resistance and deadly force by department members.

II. POLICY

It is the policy of the Rolla Police Department to ensure that all sworn personnel are properly trained and equipped to utilize objectively reasonable levels of physical force, in order to accomplish lawful police objectives. The Rolla Police Department establishes the following standard operating procedure for the purpose of detailing guidelines of all sworn police personnel reporting the response to resistance.

This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: General Policy

- A. A Response to Resistance Report shall be completed any time an officer, whether on-duty or off-duty, uses force to respond to a subject's actions as defined in S.O. #101 Response to Resistance.
(Rev. 6/20)
- B. After a response to resistance incident, the officer's initial actions will address the medical needs, if any, of the suspect involved. If, in an officer's opinion, a prisoner needs medical attention, or at the request of the prisoner, the officer shall contact a supervisor who shall either authorize the transportation of that prisoner or arrange for the transportation of the prisoner to a medical treatment facility. If the officer is in doubt as to the necessity of medical treatment, the prisoner will be transported by appropriate means for medical evaluation of his/her condition.

Nothing in this section shall preclude the immediate application of emergency life saving measures or summoning of emergency medical assistance, if required, prior to notification of a supervisor.

Section 2: Procedure for Level I Reporting

- A. Officers (on-duty or off-duty) are required to complete the Level I Response to Resistance report (Attachment A) in the following circumstances:
 - 1. When an officer applies physical control holds, compression, or pain inducing techniques to make an arrest and;
 - 2. No complaint of physical injury requiring medical attention is made by the suspect or observed by the officer.

3. Anytime a weapon is directed at a suspect during the course of an incident (this includes weapons directed at persons later determined not to be suspects, i.e., store owners, employees of a business, etc., which are present at a scene and not readily discernible as innocent parties). (Rev. 6/20)
 4. Anytime an officer successfully deploys tire deflation devices (a/k/a “spike strips”) on a suspect vehicle during a police pursuit. (Add. 4/23)
- B. Immediately following an incident, the officer will notify his/her immediate supervisor. (Rev. 6/20)
- C. The supervisor will review the circumstances of the incident with the officer involved and any witnesses present at the scene. He/she will note the general condition of the suspect by direct observation.
1. The supervisor may elect to proceed with a Level II Response to Resistance report and/or internal investigation if deemed necessary.
 2. Under no circumstances will a supervisor decline to speak with a suspect regarding a response to resistance incident.
- D. The officer will complete the Level I Response to Resistance report form and return it to the supervisor prior to ending his/her tour of duty.
- E. The supervisor shall review the report form and forward a copy to the Duty Officer.
- F. The Duty Officer will review the report and indicate whether the information reported complies with this order. The Duty Officer may direct the level of reporting be upgraded to a Level II report or downgraded to a Level I report to comply with the requirements of this policy. The Duty Officer will forward his/her original copy of the report to the Chief of Police indicating either his/her concurrence with the supervisor's assessment or a recommendation for further investigation.
- G. The Chief of Police will review the initial report and the recommendations of the Duty Officer. The Chief will indicate his/her concurrence or recommendation for further action on the original copy of the report.
- H. Officers with visible injuries shall be photographed. (Add. 6/20)
- I. In situations where an officer has utilized their assigned Taser/CEW on an individual, the officer will document on the Level I Response to Resistance report, the following information: (Add. 11/21)
1. The number of cartridges deployed during the incident. (Add. 11/21)
 2. The number of times they deployed their Taser/CEW device on the individual. Each trigger pull/five second cycle is considered a deployment. (Add. 11/21)
 3. The serial number of their assigned Taser/CEW device. (Add. 11/21)
 4. The serial number of the deployed Taser cartridge. (Add. 11/21)

Section 3: Procedures for Level II Reporting

- A. A Level II Response to Resistance report (Attachment B) must be completed in the following circumstances:
1. When an officer (on-duty or off-duty) discharges his/her firearm (unless the discharge was accidental)
(Add. 6/20)
 2. When an officer (on-duty or off-duty) applies physical control holds, compression, pain inducing techniques, or uses deadly force to make an arrest which results in injury requiring medical attention, alleged injury requiring medical attention, or death.
- B. The officer involved shall contact his/her immediate supervisor and advise him/her of the circumstances surrounding the incident. The officer's supervisor must be notified of all uses of force, and must thoroughly investigate and determine when a formal Level II response to resistance report is required. If the Level II report is required, the supervisor is responsible for investigating the incident and for completing all portions of the report. If the immediate supervisor is unavailable, the report shall be submitted to the appropriate staff designee.
(Rev. 6/20)
- C. The Duty Officer shall be notified as soon as possible whenever injuries have been inflicted by a department employee sufficient to cause the injured party to require medical attention.
1. Notification shall be made to an immediate supervisor by the employee involved.
 2. In the absence of the Duty Officer (and/or during normal business hours Monday through Friday), the appropriate staff designee will be notified and will be responsible for any upchannel notifications.
- D. If the force is such that the affected individual requires hospitalization, the supervisor shall immediately notify the Duty Officer, regardless of the hour of the day.
- E. With the consent of the injured party, the supervisor shall have photographs taken of the injuries. Officers with visible injuries shall also be photographed.
- F. After the Level II Response to Resistance report has been completed, the original shall be forwarded via the Officer's Chain of Command, to the Duty Officer or appropriate staff designee.
- G. After review and completion, the Duty Officer will then forward the report to the Chief of Police.
- H. The Chief of Police will review and approve or disapprove the report, then forward the original copy to the Executive Assistant to be filed.
- I. If an officer encounters a degree of resistance sufficient to justify a charge of Resisting Arrest or Assault, these charges will be made immediately.

Section 4: Response to Resistance Report Annual Summary

The Patrol Division Staff Designee will be responsible for issuing a summary report on the response to resistance by department personnel. The report will be prepared annually and contain the following information:

- A. Total Level I response to resistance reports filed and number of reports by each officer;

- B. Total Level II response to resistance reports filed and number of reports by each officer;
- C. Number of suspects injured during response to resistance incidents;
 - 1. Break down of injuries by type of injury
 - 2. Age of suspects
 - 3. Race of suspects
 - 4. Sex of suspects
- D. Number of officers injured during response to resistance incidents;
 - 1. Breakdown of injuries by type of injury
 - 2. Age of officers
 - 3. Race of officers
 - 4. Sex of officers
- E. Breakdown of suspects' weapons by type;
- F. Breakdown of officers' weapons by type;
- G. Civilian complaints filed on response to resistance incidents;
 - 1. Complaints sustained
 - 2. Complaints unfounded

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date February 3, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 103	
Original Issue Date June 21, 1989			
Title Agency Jurisdiction, Mutual Aid, and Regional Services		Classification III	No. of Pages 4

I. PURPOSE

The purpose of this policy is to establish procedure for the utilization of available outside agency resources in the event of an emergency.

II. POLICY

The Rolla Police Department shall hereby establish resources and procedures to be utilized in the event of an emergency situation requiring such assistance. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Jurisdiction

- A. The jurisdiction of Rolla Police Officers is limited to the boundaries of the city of Rolla with the following exceptions:
1. Emergency response upon request under agreement with the County of Phelps pursuant to Section 70.820 RSMo and Ordinance #2621 of the Rolla City Code.
 2. Pursuit of fleeing felons under Section 544.120 RSMo.
 3. Assignment to a duly-formed major case squad under the provisions of Section 70.835 RSMo.
 4. Mutual aid requests from other law enforcement agencies in the state of Missouri for special circumstances such as: manhunts, school shootings, task force operations, civil unrest, and special operation events.

(Add. 6/20)

Section 2: Mutual Aid Agreement

- A. The Rolla Police Department shall provide mutual aid assistance to neighboring agencies at their request. The RPD will also assist non-neighboring agencies, as requested on a case by case basis, as approved by the Chief of Police or a staff member in his absence. Neighboring agencies that fall into this category are as follows:

(Rev. 7/13)

1. Troop I Missouri State Highway Patrol
2. Phelps County Sheriff's Department
3. Missouri S&T Police Department
4. Crawford County Sheriff's Department

5. Dent County Sheriff's Department
6. Pulaski County Sheriff's Department
7. Maries County Sheriff's Department
8. Gasconade County Sheriff's Department
9. Texas County Sheriff's Department
10. Laclede County Sheriff's Department
11. Camden County Sheriff's Department

(#s 4-11 added 6/04)

- B. Each neighboring agency shall at all times maintain individual agency control and responsibility for their personnel while working in agreement with the Rolla Police Department. Each individual agency shall maintain responsibility for the provision of life, health, and liability insurance for their own personnel. Wage compensation for members of each assisting agency shall be the responsibility of their own agency unless prior agreement is made with the Chief of Police.

Section 3: Federal Law Enforcement Assistance

- A. In the event it is determined by the Chief of Police or Commander that federal law enforcement assistance is needed in any situation, the federal agency of jurisdiction will be contacted and a request for assistance made. Federal law enforcement agencies available to assist as follows:
1. Federal Bureau of Investigation
Rolla Office - (314) 364-1100
St. Louis - (314) 231-4324
 2. Bureau of Alcohol, Tobacco & Firearms
St. Louis - (314) 539-2251
 3. Drug Enforcement Administration
St. Louis - (314) 539-4600
 4. U.S. Secret Service
St. Louis - (314) 539-2238
 5. United States Marshal
St. Louis - (314) 539-2212
 6. U.S. Postal Inspectors
St. Louis - (314) 539-9300
 7. Internal Revenue Service
St. Louis - (314) 539-2236
Criminal Investigations - (314) 612-4100
 8. Immigration and Naturalization Service

St. Louis (Daytime) - (314) 539-2538
(After hrs) - (314) 539-3080

9. Federal Probation & Parole
St. Louis - (314) 539-2291
10. Federal Aviation Administration
St. Louis - (314) 423-0336
11. Environmental Protection Agency
Chemical Spill - (800) 424-8802
Criminal - (913) 551-1470
12. Army Criminal Investigation Division
Ft. Wood - (573) 596-0273
13. Naval Investigative Services
St. Louis - (314) 263-9600
14. Air Force Office of Special Investigations
Whiteman AFB (Daytime) - (816) 687-1852
(After hrs) - (816) 887-3700
Scott AFB (Daytime) - (618) 256-5413
(After hrs) - (618) 256-2223

(List Rev. 5/01)

Section 4: National Guard Assistance

- A. In the event a situation arises in which the Chief of Police determines that the assistance of the Missouri National Guard is needed, assistance can be requested by the Chief of Police through the Mayor, who will make the official request by direct communication with the Office of the Governor of the State of Missouri.

Section 5: Regional Services

- A. Statewide Law Enforcement Radio System
 1. The Rolla Police Department shall maintain in its base transmitter an intrastate radio frequency which allows both transmit and receive access to the statewide law enforcement radio communications network. The designated mutual aid radio frequency for the State of Missouri is 155.475 MHz, and the MOSWIN statewide mutual aid talk-groups are Region I/O and MO I/O. In addition, the Rolla Police Department shall maintain the standard, statewide, station-to-station radio frequency known as the Police Intersystem or Point-to-Point, which is 155.370 MHz.
(Re. 02/21)
- B. Centralized Statewide Fingerprint Records System
 1. The Rolla Police Department shall provide fingerprints and related information to the central repository of the Missouri State Highway Patrol.
- C. Centralized Statewide Criminal Information System

1. The Rolla Police Department shall maintain a computer terminal which provides access to the Missouri Uniform Law Enforcement System (M.U.L.E.S.) and National Crime Information Center (N.C.I.C.).

D. Centralized Statewide Crime Reporting

1. The Rolla Police Department shall provide crime reports and criminal information to the Missouri State Highway Patrol Crime Record Division as well as the F.B.I. Uniform Crime Reports.

E. MOSWIN - Missouri Statewide Interoperable Network

1. This system allows direct communication with participating agencies throughout the State of Missouri. See Policy # 65.

(Add. 5/13)

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

None

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 104	
<i>Original Issue Date</i> November 9, 1989			
<i>Title</i> Relationship with Other Agencies		<i>Classification</i> III	<i>No. of Pages</i> 4

I. PURPOSE

The purpose of this policy is to establish and maintain effective channels of communication between the Rolla Police Department and all other area agencies.

II. POLICY

The Rolla Police Department shall hereby establish procedures for maintaining liaison with other agencies. This shall include other criminal justice agencies, local adult and juvenile courts, prosecutors, probation and parole agencies, fire departments, emergency medical services, and social services. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Law Enforcement Inter-Agency Cooperation

- A. The Rolla Police Department shall maintain liaison with other law enforcement agencies in adjoining jurisdictions or agencies having concurrent authority within the Department's service area. Such liaison shall provide for cooperation with other federal, state, and local law enforcement agencies.
 1. Liaison with outside agencies shall be maintained by Command, Supervisory, and Investigation Officers of the Department. Regularly planned information-exchange meetings involving all area law enforcement agencies shall be conducted every other month. Inter-agency cooperation enhances the likelihood that fugitives will be apprehended and facilitates the exchange of information in criminal investigations. It provides for the establishment of joint plans for dealing with matters of common concern, and the sharing of statistical and support services.

(Rev. 6/04)

Section 2: Criminal Justice System Liaison

- A. The Rolla Police Department shall maintain liaison with other agencies of the criminal justice system. Such agencies include, but are not limited to:
 1. Adult and Juvenile Courts
 2. Offices of the Prosecuting Attorney
 3. Probation and Parole
 4. Adult and Juvenile Correction Agencies
- B. This liaison will enable the Department to obtain feedback on investigative courtroom error; allow greater understanding by the prosecutor of the problems encountered by law enforcement; provide probation and parole staffs with information about agency objectives and activities; and help ensure information exchange and coordination between law enforcement and corrections authorities.

Section 3: Fire Departments and Emergency Medical Services

- A. The Department shall host periodic meetings with county officials and directors of the regional ambulance service to provide a forum for developing plans for traffic direction and control at fire and accident scenes. This forum shall also be used for resolving other coordination problems that may arise. The meetings shall be scheduled by the Communications Chief. The Communications Chief will lead the meetings.

(Rev. 6/20)

- B. New procedures and practices shall be passed on to line personnel for implementation.

Section 4: Adult and Juvenile Referrals

- A. While performing their duties, Officers of the Rolla Police Department will often encounter people in need of services provided by another criminal justice agency or a social service agency. The purpose of this directive is to provide officers with a reasonable means of ascertaining whether an individual can best be served by another agency and, if so, by what agency.

1. If an officer determines that a person is the victim of a criminal offense that has occurred outside the jurisdictional boundaries of the Rolla Police Department, the officer shall assist the person in contacting the law enforcement agency that holds jurisdiction over the location in which the incident occurred. If there is no member of the proper agency available, the officer shall obtain all pertinent information regarding the crime, and forward it to the agency of jurisdiction for investigation by that agency.
2. Offenses occurring on property owned by the Missouri University of Science and Technology (MO S&T) and located within the city limits of the City of Rolla shall be referred to the MO S&T Police Department for investigation. This also includes incidents which occur in or on property such as fraternities or sororities which are not located on university property which are not classified as a major incident. All major incidents occurring on or off of university property will be handled by the Rolla Police Department.

(Rev. 2/21)

3. Motor vehicle accidents and highway safety related matters which occur on Interstate 44 or highways outside of the city limits of Rolla are the responsibility of the Missouri State Highway Patrol. These matters may be referred to the Highway Patrol for action; however, Rolla Police Department Officers shall respond to incidents occurring within the city of Rolla that pose imminent danger to public safety or threat of life.
4. If the assistance required by the individual is of a nature whereby the services of a social agency are the best course of action, the officer shall determine which agency has the means and authority to handle the situation involved. The officer shall make every effort to assist the person in contacting that agency. Social agencies and services available are as follows:
 - a. Phelps County Children's Division
1111 Kingshighway, Suite A
(573) 368-2340
 - b. Missouri Child Abuse and Neglect Hotline
1-(800)-392-3738
Report Child Abuse/Neglect
 - c. Runaway Hotline
1-(800)-621-4000

Runaway Assistance

- d. Missouri Department of Health and Human Services
1111 Kingshighway, Suite B
Rolla, Missouri
(573) 368-2585
Elderly Abuse and Neglect
- e. Adult Abuse Hotline
1-(800)-392-0210 or 0211
Report Adult Abuse, Neglect, and Handicapped if over 18 years of age
- f. Russell House
Location Confidential
Crisis#: (573) 364-0222
Bus#: (573) 364-0579
Shelter for abused women and children
- g. Phelps Health Center for Psychiatric Services Unit
1000 W. 10th St.
Rolla, Mo.
(573) 364-8899, ext 4200
Psychiatric evaluation, counseling
- h. American Red Cross
3230 Emerald Lane
Jefferson City, MO
1-(888)-583-3111 or 1-(800) 733-2767
Disaster assistance, first aid
- i. GRACE
601 N. Elm Street
Rolla, Mo. 65401
(573) 368-5577
Emergency basic assistance
- j. Missouri Ozarks Community Action Agency
306 S. Pine St.
Richland, Mo.
1-(573)-765-3263
1-(800)-876-3264
Emergency assistance, electric bill funding, heat relief; life skill classes taught
- k. Phelps County Health Department
200 N. Main St.
Rolla, Mo.
(573) 458-6010
1-(800)-301-4942
County health services
- l. Suicide Prevention Hotline
1-(800)-833-3915 (Missouri) or

1-(800)-733-2767 (National)
Suicide counseling

- m. Poison Control Center
1-(800)-222-1222 or
1-(800)-366-8888
Poisoning treatment
- n. Compass Health
(573) 364-7551 or 1-(800)-356-5395
Full-service Mental Health Center, including psychiatric, psychological and community service
- o. The Mission
708 N. Main St.
Rolla, Missouri. 65401
(573) 308-5474

(List Rev. 2/21)

Section 5: Traffic Safety Liaison

- A. Enforcement officials are responsible for the safety and efficiency of the highway transportation system; however, law enforcement is not the sole factor in this field. Traffic engineering and education each play an important role.
 - 1. The Rolla Police Department shall maintain liaison with the Traffic Engineering Department of the city of Rolla and the State Highway Traffic Engineering Department. The purpose of this liaison is to provide for periodic meetings whereby concerned groups on the state and local level can objectively, intelligently, and analytically provide a united approach to traffic safety and efficient highway use.

Section 6: State and Federal Agencies/Immigration

(Add. 12/08)

- A. It shall be the duty of every officer to cooperate with state and federal agencies and officials on matters pertaining to enforcement of state and federal laws governing immigration.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 4:A:4:e "Greene County Domestic Violence/Adult Abuse"

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 105	
<i>Original Issue Date</i> July 23, 1992			
<i>Title</i> Firearms Safety & Related Procedures		<i>Classification</i> II	<i>No. of Pages</i> 6

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn police personnel in firearms safety and related procedures.

II. POLICY

The Rolla Police Department establishes the following standard operating procedures for the purpose of detailing guidelines of all sworn police personnel in firearms safety. It is the policy of this Department to ensure that officers assigned to or issued a weapon maintain that weapon and practice firearms safety at all times. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Firearms Maintenance - Handgun and Shotgun

- A. The handgun issued to an officer of this Department shall be kept clean and in good working order at all times.
 1. Officers shall not modify the handgun from the manufacturer's specifications.
 2. Any adjustment or repair of the mechanical items within the interior of the weapon shall only be done by a Department Armorer. In the event that the weapon is unable to be repaired, an armorer will determine whether it shall be sent to a gunsmith or back to the appropriate factory for repairs.
(Rev. 6/20)
- B. The issued officer will be responsible for the cleaning and checking of his/her issued weapons. It will be the shift supervisors' responsibility to perform random inspections.
(Rev. 6/20)

Section 2: Firearms Safety

- A. General
 1. Loading or unloading of department weapons should only be done utilizing the department clearing device (bullet trap) which is located in the sally-port area.
-(Rev. 6/20)
 2. Weapons shall only be loaded or unloaded in a safe manner as prescribed by the officer's training.
 3. Officers will not leave their firearms unattended anywhere without first ensuring that they are secure and not left in the open.

4. Weapons shall not be pointed in the direction of others, except when necessary in the line of duty.
5. A weapon being transferred to another shall be inspected prior to the transfer to ensure that the weapon is unloaded.
6. Officers will not flourish their weapons in a rude and threatening manner
7. The officer shall be responsible for safely securing his/her departmentally-issued weapon(s), when not in use, in one of the following ways:

(Rev. 10/96)

- a. Secured at the officer's residence in a locked cabinet or similar type gun locker; or
(Add. 10/96)
- b. Using a departmentally-issued security device; or (Add. 10/96)
- c. Secured in the officer's personally assigned locker located at Police Headquarters.
(Add. 10/96)

8. There shall not be any "horseplay" in handling of any weapon at any time or place by any member of this Department.

B. Handguns

1. Officers of this Department shall check their weapon daily to ensure it is loaded with Department-issued ammunition and that it functions properly.
2. When displaying or handing a weapon to others, the slide shall be locked to the rear, and the magazine well shall be empty.

(Rev. 5/08)

3. Drawing techniques will not be practiced with a loaded weapon.

C. Shotguns

1. Each day, as close to the beginning of the shift as possible, each officer shall inspect the shotgun issued to his/her assigned fleet vehicle. The officer shall ensure that the shotgun is properly loaded, the safety is in the "on" position, and the shotgun is properly stored in the vehicle. Officers with shotguns assigned to their personal vehicles are responsible for the same.

(Add. 10/98)

2. When the shotgun is loaded, the safety switch shall be in the "on" position and there will not be a round in the chamber until it is being used.
3. When the shotgun is being carried inside Police Headquarters, the barrel shall be held so that it is pointing upward, the safety switch "on", and the action open.
4. When the supervisor receives the weapon, the safety switch shall be checked to ensure that it is in the "on" position; and he shall check the breach by means of his finger as well as by vision.

D. Patrol Rifles (Add. 5/08)

1. Patrol rifles shall only be loaded or unloaded in a safe manner as prescribed by the officer's training.
2. During the loading and unloading process, the barrel of the weapon shall be pointed at the clearing barrel located at the southwest corner of the department in the parking lot.
(Rev. 2/09)
3. Each officer is assigned a specific patrol rifle and will be responsible for keeping maintenance on it. It is the officer's responsibility to clean his or her patrol rifle as needed, depending on usage and weather exposure.
4. Each officer shall safely store his/her patrol rifle in his/her patrol vehicle. This is called "Cruiser Ready." The Cruiser Ready position is: Safety On, Chamber Empty, Action Closed and Full Magazine Locked Into the magazine well. A Full Magazine means 2 rounds less than its maximum capacity, 28 rounds in a 30 round magazine and 18 rounds in a 20 round magazine. This position is achieved by:
(Rev. 6/20)
 - a. Ensuring the patrol rifle is pointed in a safe direction.
(Rev. 10/09)
 - b. Visually and manually inspecting the chamber and magazine well to ensure it is clear (no rounds in chamber).
(Rev. 2/09)
 - c. Locking the bolt forward (on an empty chamber)
(Rev. 10/09)
 - d. Placing the weapon On Safe
(Add. 10/09)
 - e. Inserting a loaded magazine
 - f. Closing the dust cover
 - g. Making sure the large aperture is "up."
5. This maintains the rifle in a safe and ready condition and requires only a cartridge to be chambered and the safety to be pushed off before the weapon will fire.
(Add. 10/09)
 - a. When the patrol rifle is being deployed, and once a round is chambered, the safety switch shall remain in the "on" position until you are justified to discharge a round.
(Rev. 10/09)
6. When the patrol rifle is being carried inside the Police Headquarters, the barrel shall be held so that it is pointed upward, the safety switch "on," and the bolt locked back.
7. When the supervisor receives the weapon, the safety switch shall be checked to ensure that it is in the "on" position, and he or she shall visually and manually check the chamber to ensure that it is clear.

8. When issuing the patrol rifle, the supervisor shall ensure the safety is “on” and the bolt is locked back.

Section 3: Carrying of Firearms

- A. All officers, whether in uniform or civilian clothes, shall be armed with an approved firearm at all times when on duty, unless assigned to administrative duties. The firearm shall be the same one, or consistent in design to the one, that is used for qualifications.
- B. The carrying of a firearm while off duty shall be at the option of the officer. If the officer elects to carry a firearm off duty, it must be Department approved. Off-duty officers will be armed with an approved firearm while operating a Department-owned vehicle.
(Rev. 10/09)
- C. Firearms carried while off-duty shall be concealed from public view.
(Rev. 5/07)
- D. An officer will not carry a firearm on their person while consuming intoxicants or while under the influence of alcohol.
- E. Officers will provide maximum security for all firearms in their custody.
- F. Rubber sleeves may be authorized for grip modification.
(Rev. 10/00)
- G. Officers assigned to plain clothes duty or on special assignments where official duties require carrying a firearm other than those authorized above must receive prior approval from a command officer or above.

Section 4: Limitation of Ammunition

- A. Officers of this Department shall, while on duty, use only the ammunition that is issued or approved by the Department.
- B. Officers can load their assigned shotguns according to their own personal preferences.
(Rev. 6/20)

Section 5: Patrol Rifle

(Add. 6/02)

- A. Any officer not in field training shall be able to carry a personally-owned patrol rifle approved by the Chief of Police, while on duty.
(Rev. 6/20)
- B. Any AR-style, .223 caliber rifle in good working order will be allowed.
(Rev. 6/20)
- C. All duty ammunition will be provided by the department or, if provided by the officer, approved by the department.
(Rev. 4/12)
- D. All rifles utilized in a duty setting will be equipped with a sling and a flashlight.

- E. Prior to utilizing the rifle while on duty, all officers will attend a department-provided course.
(Rev. 6/20)
- F. Usage of the patrol rifle will fall under the usage guidelines for the shotgun as a supplemental firearm.

Section 6: Off-Duty Weapons

- A. Civilian employees shall not carry weapons either off-duty or on-duty except as authorized to do so by the law of the State of Missouri.
- B. The carrying of an off-duty weapon is optional for commissioned officers of this Department.
 - 1. Weapons will not be carried when an officer is partaking of intoxicants.
- C. Officers carrying a weapon in plain clothes or while off-duty will have in his/her possession a Departmental approved badge and identification.
(Rev. 6/20)
- D. All weapons must be handled with the highest degree of care at all times. Loading, unloading, cleaning, servicing, or maintaining an off-duty weapon should be done in accordance with the same guidelines as duty weapons.
(Rev. 6/20)

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions to Previous Policy

- Section 1:B:1 "Shotguns should be...once a month."
- Section 1:C "Officers issued a rifle...monthly basis."
- Section 2:B:3 "During the loading...the parking lot."
- Section 2:B:7 "When issuing...breach is open."
- Section 2:C:1 "There shall not...Headquarters Building."
- Section 3:A:1 "The approved and issued...semi-automatic handgun."
- Sections 3:A:1:a-c & 2 & 3 Moved to S.O. #106
- Section 3:E "An officer shall...performance of his duties."
- Section 3:I:1 "Off-duty officers...target course."
- Section 4:C "Shotguns equipped with...side-saddle round holders."
- Section 6:A "Officers of this Department...Missouri Certification."
- Section 6:D "Authorized off-duty...Duty Weapon"
- Section 6:F "The ammunition for off-duty...firearms qualifications."

<i>Effective Date</i> January 27, 2023	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 106	
<i>Original Issue Date</i> June 26, 1996			
<i>Title</i> Firearms and Qualifications Standards		<i>Classification</i> II	<i>No. of Pages</i> 5

I. PURPOSE

To establish standards of firearms proficiency for Department personnel and to define the various courses of fire utilized in the qualification process.

II. POLICY

It is the policy of the Rolla Police Department that only officers demonstrating proficiency in the use of Department-issued or authorized firearms be permitted to carry such weapons. Firearms proficiency will be determined by the satisfactory completion of in-service firearms qualification courses designed to address the shooting skills required in police work. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Qualification Standards

- A. The minimum firearms qualification standard for the Rolla Police Department will be a score of 75 percent on the courses herein outlined.

(Rev. 6/96)

Section 2: Handguns

- A. The Department-issued handguns are the Glock model 17 and 19, 9mm, semi-automatic pistol and the Glock model 43, 9mm, semi-automatic pistol.

(Rev. 6/20)

1. It is the officer's option to carry the issued handgun or to furnish their own semi-automatic handgun in 9mm, .40, or .45 caliber. Any duty or back-up handgun other than the department-issued handgun shall be approved by the Chief of Police, following inspection by the department armorer, prior to being carried. The officer's handgun must have appropriate safety features.

(Rev. 6/20)

- a. A handgun other than department-issued must be loaded with department-issued duty ammunition. Practice ammunition for the approved calibers may be provided by the department.

(Add. 6/20)

- b. Personally-owned handguns must be equipped with night sights or a white light and/or laser allowing for low light aiming. It is recommended that guns equipped with white light and/or laser still be equipped with night sights.

(Add. 5/07)

2. If the officer chooses to carry his/her own handgun while on duty, he/she is responsible for purchasing comparable leather gear and accessories (i.e. holster and ammo pouch) similar in

look to the department-issued leather gear. Holsters will have to be level 2 or greater. It is the officer's responsibility to seek approval from the appropriate Division Commander prior to wearing the accessories.

(Add. 5/07)

- B. If an officer chooses to carry a personally owned and department approved firearm and they discharge their weapon during the course of their official duties, they give consent to surrendering the firearm as part of the administrative/internal and criminal investigation process, and they understand that the weapon will be retained as evidence until both investigations are completed.
(Add. 1/23)
- C. The weapons used for qualification by the officer shall be the Department-approved or issued firearm(s).
(Rev. 6/20)
- D. Only factory-loaded, Department-issued ammunition or re-manufactured ammunition loaded to duty ammunition specifications will be used for qualifications.
- E. All department weapons will be inspected by a qualified armorer on an annual basis.
(Rev. 4/06)

Section 3: Shotguns

- A. The weapon used for qualification shall be a standard issued 12-gauge pump shotgun.
- B. Only factory-loaded, Department-issued ammunition or re-manufactured ammunition loaded to duty ammunition specifications will be used for qualification.

Section 4: Patrol Rifle

- A. The department-issued patrol rifle, or authorized personal carry rifle, shall be .223 caliber.
(Rev. 6/20)

Section 5: Qualifications

- A. Each member authorized to carry a firearm shall be required to qualify with that weapon as scheduled by the Chief of Police.
 - 1. Qualifications will be rescheduled with the approval of the Chief of Police, or the appropriate Division Commander in charge of training, for documented reasons such as medical, vacation, conflict of schedules, etc.
(Rev. 6/20)
- B. Members authorized to carry a particular weapon but failing to attain a qualifying score, shall attend a block of on-duty remedial instruction and shall attempt to qualify after said instruction.
 - 1. Any officer who fails to meet minimum firearms qualification scores during a given firearms qualification day shall be immediately reassigned from any duty requiring the use of firearms. The firearms instructor/range officer will immediately notify the officer's supervisor and the appropriate Division Commander.
(Add. 6/20)

- C. In the event the member fails to achieve a qualifying score after receiving remedial instruction, he/she shall:
1. Have the authority to carry the weapon, whether on or off duty, revoked.
 2. Be placed in a position within the Department which does not necessitate the carrying of the particular weapon.
 3. Be afforded an opportunity on a voluntary basis to receive additional instruction and qualify with the particular weapon on his/her off-duty time within thirty calendar days.
 4. If, after being given the opportunity on a voluntary basis to receive additional instruction and an opportunity to qualify with the particular weapon, the member still fails to qualify, he/she shall be subject to other appropriate action such as, but not limited to, transfer, removal from special teams or squads, demotion, or possible termination.
- D. Upon completion of the patrol rifle training class outlined in Special Order #105, officers will be required to re-qualify once annually using either the rifle qualification course outlined herein or the course currently in policy under the SWAT policy, Special Order #543. These qualifications will occur with the spring or fall firearms qualifications. (Add. 1/23)
- E. Qualification Schedule (Rev. 1/23)
1. Qualification (once per calendar year)
 - a. Authorized on-duty handgun
 - b. Shotgun
 - c. Patrol Rifle
 - d. Issued back-up weapon (Add. 6/20)

Stress Course (Training)

 - a. Authorized on-duty handgun
 - b. Patrol Rifle
 2. Night Firing Qualification (Min. 1/calendar year)
 - a. Authorized on-duty handgun
 - b. Patrol Rifle (Add. 4/06)
 3. Special Weapons And Tactics (SWAT)
 - a. Team personnel will qualify with their specialized weapons as scheduled by the team leader and approved by the Chief of Police.

Section 6: Qualification Courses

- A. The Rolla Police Department will utilize qualification courses developed for each of the types of handguns authorized for carry by officers. The handgun types are identified as:

(Rev. 6/20)

1. Service Revolvers - All approved revolvers authorized for on-duty use. Detective's 2.5 inch revolvers are included in this category.
 2. Service Pistol - All approved semi-automatic pistols authorized for on-duty use.
- B. Additional courses will be developed for each Department-issued or approved weapon.
- C. The courses of fire will be developed and maintained by the Department Firearms Officer. The Firearms Officer shall be responsible for reviewing all annual courses and recommending to the Chief of Police any modifications or changes required to meet new skill requirements.
- D. All changes or modifications in the Department's firearms qualifications courses will be submitted in writing and approved by the Chief of Police.

Section 7: Authorized Firearms Courses of Fire

- A. The Rolla Police Department hereby adopts several courses of fire to be included as Attachment C. These attachments will be dated to correspond with the "Effective Date" of this policy each time it is revised.

(Add. 5/08)

Section 8: Annual Qualification Requirements

- A. All sworn personnel of this Department will qualify a minimum of once annually with their assigned duty weapon(s), including their issued back-up weapon.

(Rev. 1/23)

- B. All sworn personnel of this Department who have a shotgun assigned will qualify once annually with that shotgun.

(Rev. 1/23)

- C. All sworn personnel of this Department who have an assigned patrol rifle will qualify once annually with that patrol rifle.

(Add. 1/23)

Section 9: Retired Police Officer Annual Qualification

(Add. 2/21)

- A. The Law Enforcement Officers Safety Act (LEOSA) is a federal law, enacted in 2004, that allows qualified current law enforcement officers and qualified retired law enforcement officers to carry a concealed firearm in any jurisdiction in the United States, regardless of state or local law, with certain exceptions.

1. Any Rolla Police Officer who retires or leaves the department in good standing, and has at least 10 years of combined law enforcement experience may request a retired police officer commission from this agency. All requests must be approved by the Chief of Police.
2. In order to qualify for a retired police officer commission from this agency, the officer must complete the Rolla Police Department 10 round back-up weapon qualification course with an approved weapon. The course of fire will be monitored and approved by a Rolla Police Department range officer.
3. Upon successful completion of the qualification course, the retired police officer will be issued an official Rolla Police Department Retiree Commission Card which expires one year from the

date of issuance. Retired Officers are required to re-qualify annually with a Rolla Police Department range officer in order to maintain a current retired police officer commission through this agency.

4. All ammunition and other costs for qualification and annual re-qualification will be at the officers own expense.

Section 10: Qualification Forms

- A. The Weapons Qualification Score Sheet (Attachment A) and Course Attendance Sheet (Attachment B) will be used to record qualification attendance, attempts and scores.

Section 11: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

Authorized by:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> February 19, 2021	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	<i>Special Order #</i> 107	
<i>Original Issue Date</i> February 19, 2021			
<i>Title</i> Participation in Task Forces		<i>Classification</i> II	<i>No. of Pages</i> 4

I. PURPOSE

The purpose of this policy is to establish guidelines for this agency and its members when participating in law enforcement related task forces. The general purpose is to pool resources and expertise, and may be formed on a temporary basis to handle specific crime related problems within the City of Rolla or regional area.

II. POLICY

It shall be the policy of the Rolla Police Department to participate in area-wide task forces and other specialized task forces as requested and needed. Participation in such task forces will be at the discretion of the Chief of Police.

Section 1: Expectation and Function of Task Forces

- A. The expectations which come from participating in task forces is to pool the expertise and resources to investigate crimes such as homicides, rapes, robberies, and other crimes which are beyond the realm of basic police investigations. These task forces may be long or short term, depending on the size and length of the operation, and manpower permitting.
- B. The following shall serve as a basic guide for the Rolla Police Department's participation in such task forces.
 1. Current manpower and caseload assignments that permit an investigator being assigned to a task force.
 2. The agency shall submit in writing any request for personnel to participate in a task force. Such request shall include the reason for the task force, anticipated length of assignment, and shall be sent to the Chief of Police.
 3. While serving on such task forces, the officer assigned shall be under the direct supervision of the agency hosting the task force, or a predetermined commander.
 4. The Chief of police or Commander of Investigations will evaluate the scope of the task force and determine what department resources may be committed.
 5. Evaluation - At the conclusion of each week, the Department shall evaluate the need to continue the assignment of an investigator to the task force, if such task force is designed on a temporary basis. If long term, the evaluation of continuation will be made at the direction of the Chief of Police.
 6. At the conclusion of the task force, the investigator assigned shall prepare a memorandum as to their evaluation of the task force's productivity. The Department shall request a written

evaluation from the host agency, to include such information as cases cleared, number of arrests made, property recovered, and number of man hours worked.

Section 3: Purpose of a Task Force

A. Overview

The purpose of an investigative task force is to provide adequate manpower and resources for the investigation of certain types of criminal activities that typically involve more than one jurisdiction or criminal activity.

B. Types of Activities or Incidents

An investigative task force would typically be used in the following types of investigations but is not limited to:

1. Homicide investigations
2. Missing person investigations involving major criminal offenses
3. Illegal drug manufacturing, distribution or trafficking
4. Auto Theft Investigations and related crimes
5. Organized criminal networks
6. Cyber-crimes, sex trafficking, and child pornography investigations

Section 4: Long-Term Investigative Task Forces

A. Overview

Certain task forces may involve criminal investigation of ongoing activities and, as such, may be activated for an extended period of time.

B. Requests from other agencies

Requests from other agencies for the Rolla Police Department to participate in such task forces will be made to the Chief of Police for consideration and final approval.

C. Written Agreements

1. If the Chief of Police approves the Rolla Police Department for participation in a long-term investigative task force, a written agreement or memorandum of understanding will be drafted and signed by the department head or director of each participating agency before the task force operation begins. The Rolla Police Department's legal counsel will review each agreement prior to submission to the Chief of Police for signature. At a minimum, the written agreement should include:
 - a. A clear description and purpose of the task force and investigation

- b. A description of both the general and specific responsibilities of each participating agency and resolve any jurisdictional issues.
- c. A clear description and statement as to whose authority the task force will operate.
- d. Provide an organizational structure that outlines to whom each task force member is accountable and who will be in charge of the day-to-day operations.
- e. Establish a schedule for meeting of designated representatives from member agencies.
- f. Specify funding sources and establish an accounting system which includes:
 - 1. A Ledger or system that identifies initial balance, money received, money paid out, and the balance on hand.
 - 2. Documentation of all receipts and expenditures
 - 3. The identification of specific disbursement amounts that must be approved by the officer in charge and/or the governing body.
 - 4. The separation of money handling duties between at least two authorized persons and regularly and supervisory review of financial activities.
 - 5. The auditing of task force funds by a designated official on at least a quarterly basis.
 - 6. The restrictions on the use of certain funds and the disposition of any property or money received through forfeiture.
 - 7. The disposition of funds at the conclusion of the task force.
- D. Establish accountability of the task force and each task force member by designating specific policies and procedures to be followed, including property management, evidence handling, informant handling, regular summary reports to the governing body and member agencies.
- E. Identify all available resources, stating which agency is responsible for providing certain resources and how any resources or equipment will be divided or disposed of at the conclusion of the task force.
- F. Specify any special considerations or provisions required by any member agency involved in the task force, e.g., rules of engagement when the military is involved.

Section 5: Annual Evaluation of Task Forces

- A. Each year, the Commander of Investigative Services will submit an internal report or memorandum to the Chief of Police evaluating the results and continued necessity of all task

forces.

Section 6: Short-Term Investigative Task Forces

A. Overview

The Rolla Police Department personnel may also be activated for short-term investigations which involve special occurrences, such as major case squad activations, or requested participation in cyber-crimes investigations, such as sex trafficking investigations and other similar incident.

B. Major Case Squads

The Rolla Police Department's participation in area major case squads has been approved by the Chief of Police. Participation in major case squad activations by members of this department will be dependent upon the projected length of the activation and manpower permitting.

Section 7: Qualifications and Section for Participation in a Task Force

- A. Members of this department who wish to participate in a short-term or long-term investigative task force will be selected based upon a criteria established by the Chief of Police and the Commander of Investigative Services.
- B. The selection of a member of this department for participation in a task force will be based upon the member's law enforcement experience, knowledge, training, and background. As part of the selection process, the member will be required to submit to an oral interview by the Commander of Investigative Services and the Chief of Police. The final approval for the member to participate in a task force will be made by the Chief of Police.

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date December 10, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 108	
Original Issue Date December 10, 2021			
Title Criminal Asset and Property Forfeiture		Classification II	No. of Pages 2

I. PURPOSE

The Rolla Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, and the integrity of ongoing investigations or any person's due process rights. This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with specified designated criminal offenses.

II. POLICY

It is the policy of the Rolla Police Department that all employees, including employees assigned to internal or external law enforcement task force operations shall comply with all state and federal laws pertaining to lawfully sanctioned forfeiture procedures.

Section 1: Definitions

A. The following definitions apply to this policy:

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Property subject to forfeiture - All property of every kind, including cash or other negotiable instruments, used or intended for use in the course of, derived from, or realized through criminal activity is subject to civil forfeiture under section 513.607, RSMo. Criminal activity is the commission, attempted commission, conspiracy to commit, or the solicitation, coercion or intimidation of another person to commit any crime which is chargeable by indictment or information under the Missouri laws, section 513.605, RSMo.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

Section 2: Asset Seizure

- A. Property may be seized for forfeiture as provided in this policy. Properties subject to seizure may be seized upon review and approval of the Chief of Police or his/her designee in coordination with the prosecuting attorney's office.
- B. Property seized incident to a lawful arrest, search, or inspection when the officer has probable cause to believe the property is subject to forfeiture and will be lost or destroyed if not seized. A large amount of money alone is insufficient evidence to establish the probable cause required to make a seizure.

Section 3: Property Not Subject to Seizure

- A. Cash and property that does not meet the current minimum forfeiture thresholds of the Prosecuting Attorney or the Missouri Attorney General.
- B. Real and personal property legally used in the cultivation, manufacture, transport, testing, distribution, sale, and administration of marijuana for medical use based solely on its medical use.

Section 4: Forfeiture Minimum Thresholds

- A. The forfeiture thresholds listed in this policy are intended to be guidelines. Unusual circumstances may occur that fall outside the scope of the thresholds listed below. All forfeiture requests will be handled on a case by case basis.
- B. State Forfeiture Minimum Threshold- Cash and property valued at \$500 or more may be seized through the State.
- C. Federal Forfeiture Minimum Thresholds:
 - 1. \$1,000 - cash to be criminally forfeited
 - 2. \$10,000 - vehicles
 - 3. \$15,000 - vessels
 - 4. \$30,000 - aircraft
 - 5. \$30,000 - real property valued less than \$200,000
 - 6. 20% of value - real property valued greater than \$200,000

Section 5: Reporting Requirements

- A. Reports related to forfeitures under federal law shall be prepared and filed with the State Auditor's Office annually pursuant to section 513.653, RSMo.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> July 9, 2025	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 200	
<i>Original Issue Date</i> May 30, 1995			
<i>Title</i> General Rules and Standards of Conduct		<i>Classification</i> II	<i>No. of Pages</i> 14

I. PURPOSE

The purpose of this policy is for the direction and the guidance of the members of the Rolla Police Department relating to the General Rules and Standards of Conduct for members of the Rolla Police Department.

II. POLICY

The Rolla Police Department shall hereby establish the following General Rules and Standards for all employees. These procedures are provided to define police purpose, specifically responsibility and rules of conduct for each member of the department. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this department in an administrative setting.

Section 1: Reading, Understanding, and Complying with Special Orders

- A. Employees of the Rolla Police Department are required to obey and comply with the directives and Special Orders issued by the Chief of Police regardless of the format.
 1. All Police Department employees are required to read and understand all of the directives issued by the Chief of Police. If an employee does not fully understand an order or directive, he/she shall seek immediate clarification from a supervisor.
 2. All Police Department employees are required to read, understand, and comply with the City of Rolla Personnel Rules and Regulations issued at the time of employment.
 3. All Police Department employees are required to be truthful in all matters relating to the performance of their duties or fitness for duty, giving testimony, reporting to superiors, internal investigations, and other official matters. The intentional omission of a material fact will be deemed as being untruthful.

(Add. 4/97)

Section 2: Personnel Records

- A. Members of the Department may, upon request, review the contents of the Departmental personnel files.
 1. If a member desires to contest any document within the file, a written memorandum citing the specific disagreement shall be prepared and forwarded to the Chief of Police.
 2. The decision to add or remove any document or item within a document lies solely with the Chief of Police.

- B. Appointments to review the individual personnel file must be made with the Chief of Police's Executive Assistant.
 - 1. At no time will individuals be permitted to remove their personnel files from the Chief's office. All reviews will be made in the Chief's Conference Room.
 - 2. Copies of evaluations, commendations, and disciplinary actions will be made for the employee upon request.

Section 3: Training

- A. Any member of the Department may submit a written request to attend any seminar, training, or school.
 - 1. This request must be routed through the employee's immediate supervisor and then to their division commander for final approval. (Rev. 2/21)
 - 2. Recommendations to attend such training will be made by each supervisor in line of succession, in writing, and attached to the accompanying request.
 - 3. The Chief of Police shall have the final approval on the training or school.

Section 4: Personal Counseling

- A. Any member of the Department who desires the assistance of professional counseling to solve a personal problem may request this service through the office of the Chief of Police.
 - 1. There is no charge for this service to the employee under normal circumstances; however, long-term psychological services will be at the expense of the individual.
- B. It is the policy of this Department to keep all channels of communication open.
 - 1. To help promote better relationships between all units, any member may meet with any Command Officer of the Department to discuss matters of a personal or professional nature. As a matter of practice, these meetings are desired so that members may address an issue without the fear of sanctions being taken against them. (Rev. 2/21)
 - a. As a common courtesy, however, we would ask that the individual desirous of a meeting with a particular Command Officer to discuss issues of a professional nature, to advise his/her immediate supervisor of their desire to meet with a Command Officer. (Rev. 2/21)
 - 2. Any employee has the right to meet with the Chief of Police to discuss any issue on an appointment basis.
 - a. In the event the situation is of a professional nature, it is encouraged that the employee first seek remedy of the situation through his/her immediate supervisor and division commander before making such a request. However, no sanctions will be brought against any employee for meeting with the Chief of Police regardless of whether the employee has met with any other supervisor about the issue prior to meeting with the Chief.

Section 5: Payroll Checks

(Rev. 2/21)

- A. Under city rules, all new employees will be required to have their paychecks directly deposited into a personal checking or savings account each payday.
- B. Pay stubs will be available after 1400 hours on payroll Thursdays and will be distributed to employee mailboxes before 1700 the same day. (Rev. 5/08)
- C. In some instances, a departing employee's final paycheck will be in the form of a real check and may be picked up in the Chief's office between 1400 and 1700 hours on payroll Thursday. After that, it will be left in Dispatch for that person to pick up. (Rev. 2/21)
 - 1. The final paycheck will only be released after the supervising Staff Officer has verified that all city-owned equipment and uniforms have been turned in. (Rev. 2/21)
 - 2. A form must be signed by the departing employee stating he/she has received his/her final paycheck from the City of Rolla. The form will be returned to the Chief's office.
 - 3. The check will be released only to the individual named on the check, unless prior arrangements have been made with the Chief's office.

Section 6: Request Slips

- A. Request slips will be submitted in a timely manner for primary vacation requests at the time designated at the end of each year (normally in December), and they must be approved by the employees' direct supervisor for placement on the vacation calendar. Vacations will be granted based upon the date of the request or by seniority. First-line supervisors may approve one day vacation requests on a case by case basis, if manpower permits. Request slip are not required for short-term (less than one week) vacation requests. (Rev. 2/21)
- B. Request slips for sick days or family illness will be completed by the employees' supervisor upon notification by the employee, and those slips will be forwarded to the commander responsible for payroll and time-entry. It will be the responsibility of the employee's supervisor to immediately document the sick day on the employee's time-card and also document in the memo portion of the time card the purpose of the sick time usage. (Rev. 2/21)
- C. Request slips for all other activities such as overtime hours worked, compensatory time used, or anything outside of regular hours worked are not necessary. However, it will be the individual employees responsibility to document these activities on their own time card and it will be the responsibility of the employees immediate supervisor to ensure that the employees time card is accurately completed. (Add. 2/21)

Section 7: General Rules and Regulations

- A. In addition to specific duties as set forth within other Special Orders of the Rolla Police Department, the following general rules and regulations are applicable to all employees of the Department and must be followed:
 - 1. All Special Orders, Procedurals, Directives, Rules and Regulations, and memorandums must be obeyed.

(Rev. 10/00)

2. All legal orders of a superior officer must be obeyed. (SO #212 - Direction)
3. Name, rank or position, department serial number (DSN) or other similar identifying information shall be given in a civil manner to any person who may inquire.
4. Aid shall promptly be given to persons requesting service insofar as it is consistent with other duty obligations.
5. No police information of any nature shall be disclosed unless it is proper and necessary under the circumstances. Information deemed classified or confidential shall not be released unless permission is given by the Chief of Police.
6. Interfering with the course of justice in any fashion whatsoever is forbidden.
7. No advice or information shall be given to any arrested person or to any other person for him in relation to the defense or prosecution against him.
8. Upon returning to duty from any absence, each Department member shall properly inform himself/herself about all orders, rules, regulations and memorandums governing his/her duty.
9. A Department member shall notify his/her Supervisor of any information concerning police matters that comes to his/her attention.
10. An officer shall remain neutral to all parties in any civil case or dispute and shall act only to prevent a breach of the peace or to suppress a disturbance.
11. Members of the Department must assist, protect and come to the aid of other members of the Department in need of aid or assistance.
12. Members of the Department shall maintain an operating telephone.
(Rev. 11/05)
13. Members of this department must keep their telephone numbers and addresses on file with the Chief's office and Division Commander, and must notify both within twenty-four (24) hours after any changes occur.
(Rev. 4/97)
14. Members of this department shall attend all Departmental meetings unless excused by their Division Commander.
(Rev. 4/12)
15. Members of this department are required to personally check their assigned mailboxes as well as their E-Mail and voice mail at the beginning and end of their tour of duty.
(Rev. 6/02)
16. Members of the department shall ensure that their time cards are completed at the end of each day/shift.
(Rev. 2/21)
17. No member shall release to the public or any other agency the telephone number or address of any member of the Department.
(Rev. 4/10)

- a. In the event someone is desiring to reach an employee, the call-taker may choose an alternative solution:
 - (Add. 4/10)
 - 1. Take down the caller's contact information, then call the employee and pass the information along so that the employee may return the call.
 - (Add. 4/10)
 - 2. Offer to transfer the caller to the employee's voicemail.
 - (Add. 4/10)
 - 3. Offer to leave a hand-written message for the employee.
 - (Add. 4/10)
- 18. Any employee shall submit to any psychological, breathalyzer, polygraph, medical, or ballistic or gunshot residue test as directed by the Chief of Police. In addition, an employee shall also participate in any line-up when directed by the Chief of Police.
 - (Rev. 6/02)
- 19. All members of the Department shall maintain good physical condition and mental health with proper attention to items of personal appearance, grooming, and physical hygiene.
- 20. Members of the Department shall obey all of the laws of the United States and any state or local jurisdiction in which they are present.
- 21. Members of the Department shall report for duty at the time and place required by assignment or order.
- 22. Members of the department shall be properly equipped and cognizant of information required for the proper performance of duty so that they may immediately assume their duties.
- 23. When any person applies for assistance or advice, or makes complaints, or reports either by telephone or in person, all pertinent information will be obtained in an official and courteous manner and will properly and judiciously be acted upon with all due speed in a manner consistent with the established departmental procedures.
 - a. Improper assistance may be demonstrated by:
 - 1. Not responding to a call
 - 2. Not responding within a reasonable time
 - 3. Being discourteous to a complainant
 - 4. Indicating a lack of concern
 - 5. Deliberately providing wrong or misleading information or advice
- 24. Members of the department shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are under criminal investigation or indictment or who have a reputation in the community for present involvement in criminal behavior.

- a. An exception to this order would be as necessary in the performance of official duties, or where unavoidable because of other personal relationships of the officer.
- 25. Employees of this department that are superior in rank or position shall treat subordinate employees in a professional, non-personal manner, and shall not fraternize with subordinates to the degree that the superior becomes ineffective as a result of the fraternization.
- 26. Members of the department shall not publicly criticize or ridicule the department, its policies, or other employees in any manner which would undermine the effectiveness of the department.
- 27. Officers, telecommunicators, and employees of the department shall take the immediate appropriate action on the occasion of a crime, disorder, or other condition deserving police attention.
- 28. In dealing with the public, members of this department shall not recommend or suggest or in any other manner seek to solicit the employment of any firm, person, attorney, counsel or bondsman.
- 29. Members of this department shall, upon receipt of proper notice, attend any trial, hearing or proceeding before any court, board, bureau or tribunal of the United States, State of Missouri or any subdivision thereof, or the City of Rolla and to remain in attendance thereof until the conclusion or until excused by the person causing such appearance.
- 30. Members of the department shall not tape record the conversation of another employee without that employee's knowledge. This will not apply to recordings made in conjunction with officially sanctioned department investigations, official communication logging equipment, or the department's CCTV Video Recorders.

(Add 4/97)
- 31. No individual will be allowed to smoke or use smokeless tobacco, snuff, "vapor" E-cigarettes or chewing tobacco inside the Rolla Police Department or while in contact with the public at any time. Smoking and the use of tobacco products is allowed outside the building as long as the employee is not in direct contact with the public.

(Rev. 6/20)
- 32. All female police officers or staff who undertake outside duties involving potential dangers (i.e. beat duties, heavy lifting or driving marked police cars), or who may be required to apply physical restraint (i.e. prisoner supervision or transport), will be removed from these duties immediately upon notification that they are pregnant.

(Add. 11/05)

 - a. In order to ensure that the employee and unborn baby are not subjected to any undue risk it is the employee's responsibility to notify her supervisor or Division Commander as soon as she discovers she is pregnant.

(Add. 11/05)
 - b. After meeting with her Division Commander and/or the Chief of Police, an agreed upon "temporary change of working conditions" shall be identified. She will then be re-assigned duties as approved by the Chief of Police.

(Add. 11/05)

Section 8: Reports

- A. Each member of the Department shall make written reports from time to time as may be required by any supervisor. In addition, written reports shall be made on all matters within the scope of employment or concerning the welfare or discipline of the Department.
- B. If an investigation of an incident dictates that a formal report is to be filed, the investigating officers shall complete that report within eight (8) calendar days of the original report time. If the report is turned in later than eight calendar days, a memo will be submitted through the chain of command to the appropriate Division Commander. This shall include traffic accident reports. The only deviation from this time frame has to be approved by the shift supervisor. If any of the following exists, the report must be completed before the reporting officer(s) terminate their tour of duty:

(Rev. 9/24)

1. There has been a warrantless arrest, and incarceration occurs.
2. Significant investigational leads have been developed, and immediate follow-up is required.
3. There is a need for immediate warrant application (i.e. in the case of violence or threat of violence).

(Rev. 6/04)

4. The nature of the investigation mandates that the report be completed immediately. Some examples of this type of report are:

- a. Death investigation (i.e. suicide, homicide), excluding sudden death;
- b. Sex crime;
- c. Robbery; and
- d. Ex-parte, order of protection violation where violence or threat of violence has occurred.

(Add. 6/04)

- e. Arson (Add. 11/05)
- f. Stolen vehicles and recovered stolen vehicles

(Add. 11/05)

- g. Missing persons and recovered missing persons

(Add. 11/05)

- h. Any incidents involving the Use of Force or Assaults against law enforcement officers.

(Add. 2/21)

- i. Any incidents involving suspected Child Abuse or Child Neglect.

(Add. 2/21)

- C. The following arrests do not require a written narrative report, unless unusual circumstances arise:

(Add. 4/98)

1. Any warrant arrest; and
2. DWR/DWS

(Rev. 7/25)

- D. Any arrests where there is a complainant, the Uniform Complaint Summons will serve as the written complaint.

(Add. 6/20)

- E. Any time a person requests a written report, the investigating officer must complete one, unless the incident is determined to be a civil matter. (Rev. 6/20)
- F. No member shall leave the preparation of required reports to another member unless authorized by a supervisor.
- G. Any report, official or administrative, becomes the responsibility of the superior officer who signs it as it ascends through the chain of command. Such responsibility includes accountability for completeness and accuracy.
- H. False reporting shall not be tolerated in any fashion and shall be cause for termination of employment if any member is found to be in violation of this section.
- I. No employee shall send any written communication about police business to any person, firm or other agency not affiliated with a law enforcement organization. Examples of this type of prohibited information includes but is not limited to:
1. Information regarding an ongoing criminal investigation or arrest.
 2. Identities and personal information of citizens and prominent citizens
 3. Identities and personal information of department employees
 4. Arrest Records and Criminal History information.
 5. Driver's license information and photographs. (Rev. 2/21)
- J. No police officer shall perform the official investigation or prepare the official report of an incident in which he/she is an active party or in which one or more of the involved parties is a friend or relative, whether on duty or off duty. Examples include:
1. A motor vehicle accident in which the officer was a driver, passenger, pedestrian, victim, or participant in any capacity.
 2. Use of firearms by the officer involving any discharge of such weapon, with the exception of animal control calls. (Rev. 4/98)
 3. Assault, robbery, disturbance or other incident in which the officer was a victim or participant in any capacity not related to his/her performance of duty.
 4. The discharge of any department approved weapon by an officer, whether accidental or during the official performance of their duties, and whether on-duty or off-duty will be subject to an internal affairs investigation in accordance with the Rolla Police Department's Special Order governing internal affairs investigations. (Add. 2/21)
- K. Whenever a person is injured or there is property damaged as the result of a police action, the involved member shall immediately notify his/her supervisor.

Section 9: Citations, Warnings, & Parking Tickets

(Add. 4/10)

- A. All numbered tickets are a controlled item and must be accounted for. For this reason, all ticket books will be under the control of the Records Division and individually issued to officers by Records personnel. The officer shall sign for the ticket books to verify receipt, and the ticket books shall be entered into the logbook by Records personnel as having been issued to that officer. (Rev. 2/21)

1. Under no circumstances will an officer obtain a ticket book by any means other than as outlined in this policy.
 2. Records personnel should take every precaution to ensure that all ticket data is entered accurately.
- B. Incomplete ticket books shall be returned to the Records Division. The returned ticket #'s shall be recorded by the Records Clerk, both in the logbook and in the computer system. The officer shall sign the logbook verifying return of the tickets.
1. Departing employees shall be required to return tickets assigned to them before receiving a final paycheck.
 2. Partial ticket books shall be re-issued to officers by the Records Division.
- C. Memorandums shall be completed and forwarded to the Records Division for any of the following: voided tickets, lost tickets, damaged tickets, tickets given to one officer by another officer, and any other circumstance which necessitates documentation for accountability purposes.
1. Unless a ticket is lost or re-assigned to another officer, all tickets must be stapled to the memorandum for proper verification.
 2. Lost tickets will also require a separate memorandum to be forwarded to the employee's staff-level supervisor for inclusion in the employee's personnel file. Repeat occurrences could result in disciplinary action.
- D. Officers shall be required to keep their copies of all tickets issued until the case is disposed of, but no less than two years.
1. It is acknowledged that data entry errors do occur, and back-up copies of tickets could prove valuable for verification purposes.
 2. Officers should also keep proper notes on the back of their ticket copies for violations that do not have corresponding written reports. Such notes are beneficial for court testimonies.

Section 10: Political Activity

- A. The purpose of this rule is to set forth the permissible limits within which the members of the Department, commissioned and civilian, may participate in the elective process at any level of government and engage in political activity.
- B. All members of the Department are free to engage in political activity in the widest extent consistent with the restrictions imposed by law and rule. Each member retains the right to:
1. Register to vote, and vote in any election.
 2. Express opinions as an individual on political subjects and candidates.
 3. Display on or about his/her person a political picture, sticker, badge or button or political symbol, except during the time for which compensation is received as a member of the Department and whenever in uniform identifying himself/herself as a member of this department.

4. Participate in the non-partisan activities of a civic community, social, labor, professional organization or of a similar organization.
 5. Be a member of a political party or other political organization and participate in its activities to the extent consistent with law.
 6. Attend a political convention, rally, fund-raising function, or other political gathering.
 7. Campaign and run for a political office as a candidate as long as there is no conflict of interest, and campaigning is conducted while off-duty.
 8. Sign a political petition as an individual.
 9. Make a financial contribution to a political party or organization.
 10. Be politically active in connection with a cause which is not specifically identified with a political party.
 11. Otherwise participate fully in public affairs, except as prohibited by law in a manner which does not materially compromise his/her efficiency or integrity as a member of this department.
- C. A member of this Department is not authorized to engage in any political activity while on duty for which compensation is paid, or while in uniform that identifies him/her as a member of this Department.
- D. Members of this department may not use their official authority, position or influence for the purpose of interfering with or affecting the result of an election.

Section 11: Labor Activity

- A. Employees of this Department have the right to join labor organizations, but nothing shall compel the Department to recognize or to engage in collective bargaining with any such labor organizations except as provided by law.
- B. Employees shall not engage in any strike. A strike shall include but not be limited to:
1. Concerted failure to report for duty.
 2. Willful absence from one's position.
 3. Using unauthorized holidays
 4. Sickness unsubstantiated by a physician's statement
 5. The stoppage of work
 6. The absence in whole or in part from the full, faithful, and proper performance of the duties of employment for the purpose of inducing, influencing, or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.

Section 12: Standards of Conduct

- A. Members of the department shall at all times maintain reasonable standards of courtesy in their relations with the public and other members of the Department. Members shall conduct themselves in such a manner as to not bring discredit upon the Department in general or themselves in particular.
1. Discourtesy may include but not be limited to:
- a. Overt rudeness
 - b. Overt annoyance
 - c. Abusive language
 - d. Insulting language
 - e. Racial slurs
 - f. Ethnic slurs
 - g. Sexist remarks
 - h. Overbearing attitude
 - i. Veiled threats
 - j. Violent language
 - k. Profane language
 - l. Offensive gestures
 - m. Sexual or social references
 - n. Lack of proper attention
 - o. Lack of proper concern
- B. All employees of this department shall be tactful in the performance of their duties, shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in argumentative discussions even in the face of extreme provocation.
- C. All employees of this department shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession.
- D. Neglect of duty, refusal or abandonment of performance of duty, improper performance of duty, sleeping or loafing while on duty are subject to disciplinary action.
- E. In the performance of their duties, employees shall not use coarse, violent, profane, or insolent language or gestures, and shall not express any prejudice concerning race, religion, politics, national origin, lifestyle, or similar personal characteristics.
- F. Upon the order of the Chief of Police, the Chief's designee or a superior officer, officers and employees of the department shall truthfully answer all questions specifically directed to them.
1. Failure to truthfully answer questions asked may result in the termination of the involved employee.
- G. Employees shall not engage in any activity of personal business which would cause them to neglect or be inattentive to duty.
- H. No member shall knowingly or willfully mar or deface any printed or written notice, memorandum, special order, or directive of the department.
- I. A member shall not knowingly visit, enter, or frequent a house of prostitution, or any establishment wherein the laws of the United States, state, or local jurisdiction are regularly violated except in the performance of duty or while under proper and specific order from a superior.

- J. No gambling of any kind shall be permitted while on duty or which is contrary to any law or ordinance.
- K. No member of this department shall seek or accept directly or indirectly any gift (gratuity), present or reward from any person, firm, group of persons, relatives, friends or employees of same on the basis of friendship or otherwise, if it violates the policy set forth in the City of Rolla Rules and Regulations.

(Rev. 10/09)

- L. Acts that are contrary to good conduct shall include but not be limited to the following:

- 1. Conviction of a felony, misdemeanor or ordinance violation under any statute or ordinance.
- 2. Use of any kind of marijuana (regardless of whether it is prescribed) or use of any other controlled substance not medically prescribed.

(Rev. 6/20)

- 3. Failure to report for duty and be present at the time and place specified.
- 4. Neglect of duty, improper performance of duty, sleeping or loitering while on duty.
- 5. Failure to obey a reasonable order of a superior officer.
- 6. Insubordination or disrespect toward a superior officer.
- 7. Leaving one's post during a tour of duty without proper authorization.
- 8. Any conduct detrimental to the public peace or welfare.
- 9. The drinking of alcoholic beverages of any kind while on duty unless it is required as part of the employees job function (undercover operation or part of a task force operation), or when off duty while in uniform is strictly prohibited. Drinking alcoholic beverages within an eight (8) hour period prior to reporting for scheduled duty is also prohibited.
- 10. Failing to devote one's time and attention to the business of the Department during scheduled duty hours.
- 11. Undertaking financial obligations which the member should know he/she will not be able to meet or failing to pay all debts when due.
- 12. Appropriating for personal use any lost, found or stolen property or converting any property owned by the City of Rolla for personal use.
- 13. Feigning illness or injury, falsely reporting illness or injury or otherwise deceiving or attempting to deceive any official of the Department as to the condition of one's health.
- 14. Active participation in disturbing the public peace.
- 15. Careless display of unorthodox sexual conduct in public.

16. Participation in the sexual harassment of subordinate personnel.
17. Wearing clothing in public that is outrageous or less than conservative in design.
18. Failure to promote harmony among fellow employees and to encourage an atmosphere of cooperation and teamwork.
19. Habitual tardiness and/or absenteeism.
20. Possessing or using intoxicating liquors or controlled substances on City property or in City vehicles.
21. Violation of any City of Rolla Personnel Rule or Regulation.

Section 13: Unsatisfactory Performance

- A. Members of the department shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.
- B. Employees shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the department.
- C. Unsatisfactory performance may be demonstrated by:
 1. A lack of knowledge of the application of laws required to be enforced.
 2. An unwillingness to perform assigned tasks.
 3. An inability to perform assigned tasks.
 4. The failure to conform to work standards established for the employee's rank, grade, or position.
 5. The failure to take appropriate action on the occasion of any condition deserving police attention.
 6. Repeated poor performance evaluations.
 7. Written records of repeated infractions of rules, regulations, directives or orders of the department.

Section 14: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 201	
Original Issue Date September 26, 1995			
Title Harassment in the Workplace		Classification I	No. of Pages 3

I. PURPOSE

The purpose of this policy is to maintain a healthy work environment and to provide procedures for reporting, investigating and resolving complaints of harassment, sexual or otherwise. This policy applies to all employees of the Rolla Police Department and does not conflict with existing City of Rolla Personnel Rules and Regulations.

II. POLICY

It is the policy of the Rolla Police Department that all employees have the right to work in an environment free of all forms of harassment. This Department does not condone, and will not tolerate any harassment. Therefore, the Rolla Police Department shall take direct and immediate action to prevent such behavior, and to remedy all reported instances of harassment, sexual or otherwise. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Discussion

A. Prohibited Activity

1. No employee shall either explicitly or implicitly ridicule, mock, deride or belittle any person.
2. Employees shall not make offensive or derogatory comments based on race, color, sex, religion or national origin either directly or indirectly to another person. Such harassment is a prohibited form of discrimination under state and federal employment law and is also considered misconduct subject to disciplinary action by the Department.

B. Employee's Responsibilities

1. Supervisors shall be responsible for preventing acts of harassment. This responsibility includes:
 - a. Monitoring the unit work environment on a daily basis for signs that harassment may be occurring;
 - b. Counseling all employees on the types of behavior prohibited and the agency procedures for reporting and resolving complaints of harassment;
 - c. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved employees are within the supervisor's line of supervision; and
 - d. Taking immediate action to limit the work contact between two employees where there has been a complaint of harassment, pending investigation.

2. Supervisors have the responsibility to assist any employee of this Department, who comes to them with a complaint of harassment, in documenting and filing a complaint with the Chief of Police.
3. Each employee of this Department is responsible for assisting in the prevention of harassment through the following acts:
 - a. Refraining from participation in, or encouragement of, actions that could be perceived as harassment;
 - b. Reporting acts of harassment to a supervisor; and
 - c. Encouraging any employee who confides that he/she is being harassed to report these acts to a supervisor.
4. Failure to take action to stop known harassment shall be grounds for discipline.

C. Complaint Procedures

1. Employees encountering harassment shall tell the person that those actions are unwelcome and offensive. The employee shall document all incidents of harassment in order to provide the fullest basis for investigation.
2. With the exception of the Administrative Secretary and Command Staff members, any employees who believe that they are being harassed shall report the incident(s) to any supervisor of the Rolla Police Department or directly to the Chief of Police as soon as possible so that steps may be taken to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated. The Executive Assistant and Command Staff members may report any incident of this nature to the Chief of Police or to the City Administrator.

(Rev. 5/08)

- a. No employee will be discouraged in any manner from reporting alleged acts of harassment to any supervisor or directly to the Chief of Police.
- b. The supervisor or other person to whom a complaint is given shall meet with the employee and document the incident(s) complained of, the person(s) performing or participating in the harassment, and the dates on which it occurred.
- c. The employee taking the complaint shall expeditiously deliver the complaint to the Chief of Police.
3. The Chief of Police shall be responsible for the investigation of any complaint alleging harassment.
 - a. The Chief of Police shall immediately notify the City Administrator and the prosecutor's office if the complaint contains evidence of criminal activity such as battery, rape, or attempted rape.
 - b. The investigator shall include a determination whether other employees are being harassed by the person, and whether other agency members participated in or encouraged the harassment.

- c. Only the Chief of Police or the Chief's designee shall inform the parties involved of the outcome of the investigation.
 - d. A permanent file of harassment complaints shall be kept in the Chief's office where an annual summary of these complaints shall be conducted by the Chief of Police.
- 4. In the case that the Chief of Police is the target of the investigation, the City Administrator shall be responsible for the investigative procedures.
 - 5. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.
 - 6. Complainants or employees accused of harassment may file a grievance/appeal in accordance with the City's Rules and Regulations when they disagree with the investigation or disposition of a harassment claim.
 - 7. This policy does not preclude any employee from filing a complaint or grievance with an appropriate outside agency.

Section 2: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 202	
<i>Original Issue Date</i> October 15, 1996			
<i>Title</i> Sexual Harassment in the Workplace		<i>Classification</i> I	<i>No. of Pages</i> 7

I. PURPOSE

The purpose of this policy is to prohibit all forms of sexual harassment and establish procedures to report and investigate allegations of sexual harassment to facilitate timely, appropriate corrective action.

II. POLICY

It is the policy of the Rolla Police Department to maintain a professional work environment free of sexual harassment, by preventing sexual harassment, taking direct, immediate action to report, investigate, and remedy all instances which may occur, and by not tolerating sexual harassment in any form or at any level.

Section 1: Definitions

- A. Command Staff: Any commissioned officer holding the rank of Staff Sergeant or above.
(Rev. 10/98)
- B. Supervisor: Any VIPS Director, Corporal, Sergeant, Telecommunications Supervisor, Communications Chief, Animal Control Manager, Lieutenant, Captain, or Chief of Police.
(Rev. 4/10)
- C. Sexual Harassment: An unlawful employment practice in violation of the Civil Rights Act of 1964, City of Rolla Personnel Rules and Regulations, and Rolla Police Department policy which involves one or more forms of unwelcome sexual conduct associated with the workplace.
 - 1. Forms of Sexual Harassment
 - a. Quid Pro Quo Harassment
 - 1. Quid pro quo harassment occurs when a supervisor, member of management, or other person in a position of authority in a work place requires an employee to submit to sexually offensive actions, relations, or situations as a condition of employment or as a basis for employment decisions. Employees are prohibited from explicitly or implicitly making any such action, relationship, or situation a condition of an individual's employment. Examples include but are not limited to the following:
 - a. An employee who appears uncomfortable with sexually explicit language in the workplace being told "That's the way we talk, get used to it if you want to keep working here."
 - b. An employee being required to engage in sexual relations to remain eligible for a promotion, obtain a favorable job performance evaluation, or avoid possible disciplinary action or dismissal.

b. Hostile Work Environment

1. Hostile work environment harassment exists when unwelcome conduct of a sexual nature unreasonably interferes with an employee's job performance or creates an intimidating, demeaning, abusive, or offensive work environment. A hostile work environment causes an adverse psychological or emotional effect upon an employee. Employees are prohibited from engaging in any form of sexual harassment which creates a hostile work environment for any employee.
2. A hostile work environment can be created by members of management, supervisors, co-workers, or persons who are not employees but with whom the affected individual must associate in performing job-related duties. A hostile work environment may also result in an adverse psychological or emotional effect upon an employee when:
 - a. The offensive conduct is not specifically directed toward the offended employee. Third party exposure to offensive conduct, such as overhearing or overseeing sexually explicit photographs or conduct by others can create a hostile work environment.
 - b. It is stated or inferred that an employee is not competent or qualified for an assignment due to gender, or that persons should be restricted to traditional roles for their gender.

Section 2: Roles and Circumstances

A. Gender of Involved Parties

Both males and females can be sexually harassed, or sexually harass others.

B. Prior Submission

Employees who have previously been subjected to any form of sexual harassment but did not object or file a complaint are not barred from objecting or filing a complaint for similar conduct in the future. Employees are, however, strongly encouraged to promptly report all such instances.

C. Participation or Consent

In those situations in which employees have voluntarily participated in behavior of a sexual nature, speech, conduct, or a consensual relationship, but no longer welcome such behavior, those employees have an affirmative duty to declare to the person(s) with whom the employee has engaged in such activity that the behavior is no longer welcome.

Section 3: Problematic and Prohibited Behavior

A. General Prohibitions

No employee will create an intimidating, hostile, or offensive environment, or subject any person to sexually offensive conduct or sexual harassment through verbal, nonverbal, or physical behavior of a sexual nature. Sexually offensive conduct and sexual harassment include any behavior of a sexual nature that is unwelcome, unsolicited, or rebuked, and conduct prohibited by Section 703, Title VII, of the 1964 Federal Civil Rights Act. Sexual harassment includes but is not limited to the following:

1. making acceptance of unwelcome sexual conduct or advances or requests for sexual favors a condition of employment, continued employment, promotion, or any other employment decision;
2. sexual advances or overtures, or teasing of a sexual nature;
3. making comments or asking questions of a vulgar, provocative, sexually derogatory, or suggestive nature, e.g., discussing sexual activities, commenting about a person's body, commenting about how an employee's clothing fits, etc.;
4. telling stories or jokes or making comments or innuendoes having a sexual connotation;
5. kissing, hugging, or unnecessarily touching, brushing, or bumping against a person;
6. displaying or circulating within the workplace pictures, posters, calendars, drawings, pin-ups, cartoons, or similar publications of nude or scantily-clad persons;
7. displaying or circulating within the workplace written materials, e-mails, pictures, drawings, or other similar materials which are sexually suggestive or have a sexual connotation;

(Rev. 4/10)

8. repeatedly asking an employee out, unnecessarily following an employee, making unwelcome telephone calls, sending unwelcome personal messages or items, making unnecessary and unwelcome personal visits or contacts, or intimidating another person if the person does not comply with sexual advances;
9. spreading rumors or lies about another employee's personal relationships or sexual activities;
10. making suggestive or sexually offensive gestures, facial expressions, or movements;
11. suggestive or demeaning stares or looks such as leering, ogling, and "visually undressing;"
12. referring to others using demeaning or inappropriate terms such as Honey, Hunk, Sweetie, Babe, Girls, Doll, etc.;
13. telling or suggesting to members of the opposite sex that they are not competent or qualified for an assignment due to gender;
14. sabotaging the efforts of an employee so as to be able to ridicule that person for an apparent inability to properly perform the job;
15. discriminating based upon gender by failing to provide equal opportunity in the workplace. Discrimination includes disparity or unfavorable treatment or employment decisions regarding any person or group of persons in comparison to other persons or groups because of their gender.

B. Retaliation Prohibited

No employee will retaliate against any person for reporting instances of perceived sexual harassment or for participating in any manner in an investigation of allegations of sexual harassment.

Section 4: Factors and Circumstances

A. Frequency of Offensive Behavior

A single substantiated incident of certain behaviors may constitute sexual harassment, while a pattern of such behavior constitutes sexual harassment in most cases.

B. Context of Behavior

All allegations of sexual harassment will be analyzed by the nature of the conduct, the context in which the incident behavior took place, the perspective of each party involved, and the totality of the circumstances. Courts have established that the “reasonableness” standard in determining the severity and pervasiveness of sexual harassment is gender specific and will be determined from the perspective of the person who found the conduct offensive.

C. Duty Status

While sexual harassment under Title VII deals with the workplace, the prohibited acts which constitute sexual harassment can be committed while one or more of the parties involved is not “on duty.” All such acts ultimately have an adverse effect upon the workplace; therefore, any such conduct is specifically prohibited regardless of the duty status of either individual.

Section 5: Response to Harassing Behavior

A. Employees Subjected to Harassment

1. Employees who believe they are being subjected to sexual harassment should, if feasible, inform the person committing the conduct that the actions are unwelcome and offensive and should be stopped immediately. If the person does not immediately stop the offensive behavior, the employee should promptly contact the appropriate supervisor for assistance.
2. It is recognized that some persons may prefer to deal with some incidents of offensive behavior themselves without reporting the incident to a supervisor and filing a formal complaint. Because the Rolla Police Department has an obligation to prevent, investigate, and correct sexual harassment, employees are strongly encouraged to officially report all instances of sexual harassment as outlined in this order.

B. Employees Witnessing Suspected Harassment

1. Employees who observe conduct which appears to constitute sexual harassment should, at a minimum, inform their supervisor of their observations or submit a departmental memorandum, detailing the alleged misconduct.

Section 6: Reporting Sexual Harassment

A. Consultation with Supervisor

1. Employees who believe they have been subjected to sexual harassment should promptly report the incident to any supervisor up to and including the Chief of Police and submit a departmental memorandum detailing the incident. All circumstances and a listing of any witnesses to the incident should be thoroughly documented in the memorandum.

2. Supervisors receiving reports from employees who believe they have been sexually harassed will forward those reports in all cases to the Chief of Police via the Chain of Command, regardless of the supervisor's personal beliefs about the incident.
3. If the employee's supervisor is involved in the incident, the employee may report the alleged harassment to any other supervisor up to and including the Chief of Police.

Section 7: Investigations and Confidentiality

A. Roles

1. The Chief of Police will be promptly contacted and have primary jurisdiction in investigating all allegations of sexual harassment. (Rev. 10/98)
2. Individual components will not conduct internal investigations of sexual harassment unless so authorized by the Chief of Police. (Rev. 10/98)

B. Confidentiality

All employees will observe strict confidentiality with respect to sexual harassment incidents and investigations. Information will be shared only with those who specifically need to know of the incident or to fulfill legal requirements, police responsibilities, and policy requirements.

C. Conduct

Investigations of sexual harassment will be conducted in a thorough, prompt, discreet, and sensitive manner. This provision will not apply to situations arising out of enforcement contacts with offensive subjects.

Section 8: Supervisory Responsibilities

A. Prevention of Sexual Harassment

Supervisors are responsible for preventing sexual harassment in the workplace. In substantiated cases of repeated or flagrant sexual harassment within a particular component, section or squad, a separate internal investigation will be conducted of the component supervisor for possible malfeasance of duty.

B. Knowledge of Harassment and Procedures

Supervisors and Command Staff members will be knowledgeable regarding the various acts and types of conduct which may constitute sexual harassment and with the proper manner for reporting incidents of sexual harassment. They will assist any employee who comes to them for help in resolving and reporting sexual harassment.

C. Lead by Example

Supervisors and Command Staff members will set a positive example in their personal speech and conduct so as to demonstrate to all employees in their component a true commitment against sexual harassment.

D. Observation, Intervention, and Prevention

Supervisors and Command Staff members will be continually alert for conduct by or affecting employees which could constitute sexual harassment, and will intervene and take appropriate action to stop subtle behaviors or practices in the workplace which could likely lead to sexual harassment. A departmental memorandum will be written to document corrective actions taken.

E. Action to be Taken

1. Supervisors and Command Staff members will take immediate action to stop, correct, and report all allegations or instances of sexual harassment about which they have knowledge regardless of whether the employees are assigned to their component.
2. If an employee who has been subjected to sexual harassment is unwilling to sign a departmental memorandum alleging sexual harassment and the supervisor has reasonable grounds to believe sexual harassment took place, the supervisor will submit a detailed departmental memorandum to the Chief of Police via the Chain of Command.
3. Failure by supervisory and management personnel to take appropriate action will be grounds for discipline.

F. Prevention of Retaliation

Supervisors of employees who have initiated allegations of sexual harassment will monitor activities in the workplace and periodically consult with the employee to ensure no retaliation against the employee occurs.

G. Sexual Harassment by Non-Employees

1. Employees who, while carrying out their duties as Rolla Police Department employees, are sexually harassed by persons who are not Police Department employees should report the situation to the appropriate supervisor.
2. Supervisors receiving reports of sexual harassment of employees by persons who are not Rolla Police Department employees will take action to ensure the harassment stops. The supervisor may personally contact the offending party to resolve the situation or may request assistance from a more appropriate Police Department official. In all cases, the supervisor will submit a departmental memorandum reporting in detail the situation, the action taken, and the results obtained.

H. Limit Contact

Upon learning of allegations of sexual harassment within their component, section or squad, supervisors will take immediate action to limit contact between the complaining and the offending parties.

1. The action taken should be done with due consideration for work needs, the feelings of those involved, and possible adverse perceptions of others in the workplace.
2. Any accommodations should be to facilitate a professional and productive workplace and not to cause any person to feel as if the action is retaliatory or punitive.

Section 9: Disciplinary Action

- A. Disciplinary action, up to and including dismissal, will be taken against employees who violate this sexual harassment policy.

Section 10: Supervisory and Managerial Training

- B. The Chief of Police shall ensure that a block of instruction on the subject of sexual harassment is conducted at least once per year at supervisory meetings.

(Rev. 10/98)

Section 11: Offensive Job-Related Duties

- A. Exposure Inherent to Law Enforcement

In the normal course of performing their required duties, officers and civilian employees may be exposed to sexually offensive conduct or materials resulting solely from the adverse nature of law enforcement work, contact with the public, and the related processing of reports and property.

- B. Supervisory

When feasible, supervisors will attempt to minimize the exposure of employees under their supervision to job-related sexually offensive conduct or materials.

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 203	
Original Issue Date November 30, 2000			
Title Public Discrimination/Harassment		Classification I	No. of Pages 4

I. PURPOSE

This policy is intended to reaffirm this department's commitment to fair and impartial policing, to clarify the circumstances in which officers can consider race/ethnicity (and other factors listed here, such as national origin, gender, sexual orientation/identity, socio-economic status, religions, and age) when making law enforcement decisions, and to reinforce procedures that serve to ensure the public that we are providing service and enforcing laws in an equitable way.

(Rev. 6/20)

II. POLICY

A. Policing Impartially (Add. 6/20)

Officers shall not consider race/ethnicity (and other factors, listed above) in carrying out law enforcement activities except when credible, locally relevant information links a person or people of a specific race/ethnicity (or other factors, listed above) to a specific unlawful incident, or to specific unlawful incidents, criminal patterns, or schemes. This restriction on the use of race/ethnicity (and other factors, listed above) does not apply to law enforcement activities designed to strengthen the department's relationship with its diverse communities.

B. Training and Compliance (Add. 6/20)

Personnel shall receive training in fair and impartial policing, including the legal aspects of it. Violations of this policy shall result in discipline, retraining, counseling or other remedial intervention as appropriate to the violation. Supervisors shall ensure that all personnel in their command are familiar with the content of this policy and will be alert and respond to indications that biased policing is occurring.

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this department in an administrative setting.

Section 1: Definitions

- A. "Protected Category" – Membership in any of the following would be considered membership in a protected category for the purposes of this directive: race, color, national origin, religion, gender, age, marital status, ancestry, sexual orientation, and mental or physical disability.
- B. "Discrimination" – Any unequal or different treatment of a member of the public based upon that individual's status in a protected category, unless the differential treatment is required as part of a bonafide occupational requirement. This includes the withholding of services to a member of the public on the basis of that person's membership in a protected category.
- C. "Harassment" – Verbal or physical conduct that defames or shows hostility toward an individual because of the person's status in a protected category.

- D. “Sexual Harassment” – Unwelcome sexual advances; requests for sexual favors; making vulgar, provocative, or sexually derogatory comments or jokes; any other verbal or physical conduct of a sexual nature. For the purpose of this policy, “quid pro quo” sexual harassment is defined as any request for sexual favors in exchange for some type of personal gain.
- E. “Epithet or Slur” – As used in this directive, an epithet or slur is a descriptive word or combination of words that defames or shows hostility toward an individual because of that person’s status in a protected category, or because of that person’s association with members of a protected category.

Section 2: Prohibitions

A. Harassment

- 1. Employees of this department are prohibited from engaging in any form of harassment toward any member of the public.
 - a. Harassment by an employee toward another employee shall fall under the guidelines established in either Special Order #201, “Harassment in the Workplace,” or Special Order #202, “Sexual Harassment.”

B. Discrimination

- 1. Employees of this department shall not discriminate against any member of the public.

C. Racial Profiling

- 1. Officers are prohibited from the stopping, detaining, and/or searching of a person when the action is solely motivated by the officer’s perception of the person’s membership in a protected category.

D. Written or Graphic Material

- 1. Material that defames or shows hostility or aversion toward an individual or group because of protected category status and is placed on the employer’s premises or circulated in the workplace is prohibited by this directive.

E. Verbal or Physical Conduct

- 1. The types of verbal or physical conduct that are prohibited include, but are not limited to:
 - a. Willful or negligent use of epithets or slurs against any person on the basis of membership in a protected category;
 - b. Jokes, pranks, and roll-call banter, if this type of verbal behavior tends to defame or show hostility toward an individual or group because of membership in a protected category; and
 - c. Unwelcome physical touching or contact, where even a single instance of inappropriate touching would be considered a violation.

Section 3: General Guidelines

- A. Violations of this policy constitute extremely serious misconduct which will result in strong disciplinary action up to and including dismissal, in addition to any civil and/or criminal liability incurred.
- B. All members of this department must strive together to prevent and/or correct any improper conduct. Failure to take action, whether directly or through a supervisor, to stop known discrimination/harassment shall be grounds for discipline.
- C. Employees accused of harassment by a member of the public may file a grievance/appeal in accordance with the City's Rules and Regulations when they disagree with the investigation or disposition of a discrimination/harassment claim.
- D. Regardless of rank or position, no employee may retaliate, or threaten to retaliate, against any person because that person:
 - 1. Complained of discrimination and/or harassment;
 - 2. Testified about a complaint of discrimination and/or harassment, either as the complainant or on behalf of and/or in support of a person who complained; or
 - 3. Participated in any investigation, proceeding, or hearing concerning a person who complained of discrimination and/or harassment.

Section 4: Investigations of Complaints

- A. In the event of a citizen complaint, the supervisor or other person to whom a complaint is given shall meet with the citizen and document the incident(s) complained of, the person(s) performing or participating in the harassment, and the date(s) on which it occurred.
- B. The employee taking the complaint shall expeditiously deliver the complaint to the Chief of Police.
- C. The Chief of Police shall be responsible for the investigation of any complaint alleging discrimination, harassment, or racial profiling.
 - 1. In the event that the complaint is lodged against the Chief of Police, the City Administrator will be responsible for assigning and directing any ensuing investigation.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

None

Effective Date June 30, 2020	<div style="text-align: center;"> Rolla Police Department <u>Special Order</u> </div>	Special Order # 204	
Original Issue Date June 30, 2020			
Title Social Networking		Classification II	No. of Pages 4

A. POLICY

Rolla Police Department personnel, both paid and volunteer, on duty and off duty, shall not use any form of social media or social networking, including Facebook, Twitter, MySpace, LinkedIn, Foursquare, online forums, message boards or bulletin boards, blogs or other similarly developed formats, in any way so as to tarnish the department's reputation. As personnel of this Department, you are embodiments of our mission. It is vital that each employee or department volunteer accept their role as ambassadors of the Department, striving to maintain public trust and confidence, not only in their professional actions, but also in their personal actions. Any online activity that has the effect of diminishing the public's trust and/or confidence in this Department will hinder the efforts of the Department to fulfill our mission. By virtue of your position as an employee or volunteer of the Rolla Police Department, you are held to a higher standard than general members of the public, and your online activities should reflect such professional expectations and standards. Any online actions taken that detract from the mission of the Rolla Police Department, reflect negatively on your position as an employee, or bring discredit to yourselves, the Rolla Police Department, or to the citizens of the City of Rolla will be viewed as a direct violation of this policy.

B. PURPOSE

The purpose of this policy is to outline expectations of officers, administrative staff, support personnel, and volunteer staff with respect to their use of social media and social networking and the direct effect of such use has upon the reputation and perception of the Rolla Police Department. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Responsibilities

- A. All Employees: It shall be the responsibility of all members of the Rolla Police Department to read, know, and abide by this policy.
- B. Supervisors: It shall be the responsibility for all supervisors to ensure that all members of the agency within their span of control have knowledge of this policy and the requirements that is applicable to them.

Section 2: Definitions

For purposes of this policy, the following definitions apply:

- A. **Personnel/Employee:** any paid, unpaid, full time, part time, volunteer, reserve, student intern, contract worker or individual who either directly or indirectly represents or performs work and accomplishes tasks on behalf of the Rolla Police Department.

- B. **Social Media:** a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
- C. **Social Networking:** using such Internet or mobile formats such as Facebook, Twitter, My-Space, LinkedIn, Foursquare, Usenet groups, online forums, message boards or bulletin boards, blogs, and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
- D. **Mobile Social Networking:** social networking using a mobile phone or other cellular based device.
- E. **Internet:** a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange. (Princeton University).
- F. **World Wide Web:** computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol. (Princeton University).
- G. **Blog:** a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries or not.
- H. **Blogging:** to read, write or edit a shared online journal. (Princeton University). Blogging can also encompass the act of commenting—and engaging with other commenters—on any blog, including one operated by a third party.
- I. **Post:** an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
- J. **Posting:** the act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
- K. **Forum:** an online discussion site.
- L. **Comments:** responses to a blog post, news article, social media entry or other social networking post.
- M. **Commenting:** the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
- N. **Avatar:** a computer user's representation of himself/herself, or an alter ego.
- O. **Identity:** an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
- P. **Handle:** the name of one's online identity that is used most frequently. It can also be the name of one's Twitter identity.
- Q. **User Name:** the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

Section 3: Procedures

- A. Department personnel are prohibited from using department owned computers for any unauthorized purpose, including participation in social media or social networking unless such activity is conducted in the performance of his/her duty or explicitly authorized by the Chief of Police or his designee.
- B. Department personnel are prohibited from using any social media or social networking platform while on duty, unless such use is for investigative or public information purposes.
- C. Unless granted explicit permission by the Chief of Police or his designee, Department personnel are prohibited from posting any of the following on any social networking platform, either on their own sites, the sites of others known to them, the sites of others unknown to them, news media pages, or other information exchange forums:
 - 1. Any text, photograph, audio, video, or any other multimedia file related to any investigation, both current and past, of this department.
 - 2. Any text, photograph, audio, video, or any other multimedia file related to any past or current action of this department, either in homage or critique.
 - 3. Any text, photograph, audio, video, or any other multimedia file that is related to any investigation or training event within the department unless explicitly approved by the Chief of Police.
- D. Departmental logos, promotional images and positive text unrelated to any investigation past or present may be posted in good taste. Any questions regarding appropriate logos, promotional images and text should be directed to staff prior to posting.
- E. Department personnel who choose to maintain or participate in social media or social networking platforms while off duty shall conduct themselves with professionalism and in such a manner that will not reflect negatively upon the department or its mission. In the course of operating or participating in such venues, the following rules shall apply:
 - 1. Department personnel will be held responsible for the content that appears on their maintained social media or social networking sites and will be obligated to remove any posting or material contributed by others that reflects negatively upon the Department or the law enforcement mission.
 - 2. Sexually graphic or explicit material of any kind shall not be posted by the Department personnel on any form of social media or social networking site.
 - 3. Sexually graphic or explicit material posted by others to the Department employee's social media or social networking sites shall be immediately removed by the Department employee.
 - 4. Weaponry, owned by this department and/or owned personally or privately, shall not be displayed or referenced to, in any multimedia format, on social media or social networking sites if such displays or depictions promote or glorify violence.
 - 5. Any text, photograph, audio, video or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the Department employee's views on the public shall not be detrimental to the department's mission, nor shall it in any way undermine the public's trust or confidence in this Department.

6. Any text, photograph, audio, video, or any other multimedia file included on a social media or social networking site that infers, implies, states, opines or otherwise expresses the Officer's views on the legal, judicial or criminal systems shall not, in any way, undermine the public's trust and confidence in this Department.
 7. Any posting that detracts from the Department mission will be considered a direct violation of this policy.
- F. Department personnel who are brought under administrative or internal investigation related to their performance, functionality or duties as a peace Officer may be ordered to provide the department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
 - G. Department personnel who are brought under administrative or internal investigation related to the department's operation, productivity, efficiency, morale or reputation, may be ordered to provide the department, or its designated investigator, with access to the social media and social networking platforms in which they participate or maintain.
 - H. If requested, any Department personnel shall complete an affidavit attesting to all the social media and social networking platforms in which they participate or maintain.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 205	
Original Issue Date June 30, 2020			
Title Departmental Visitors		Classification III	No. of Pages 2

I. PURPOSE

Information stored on hardware, software, electronic media, and physical media utilized by employees of Rolla Police Department, is primarily Criminal Justice sensitive information. If the information is not properly protected through access control measures, the information could be retrieved by unauthorized individuals. All users are responsible for the proper physical protection as outlined below.

II. POLICY

The purpose of this policy is to establish a basic set of guidelines for employees allowing visitor access to the Department. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Terminology

- A. Physically Secure Location - a facility, a police vehicle, or an area, a room or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems.

Section 2: Control of Visitor's Use of Information Systems in Secured Areas

- A. Before allowing escorted access to physically secure locations all employees must:
 - 1. Authenticate visitors before authorizing access to the physically secure location.
 - a. All visitors will sign the sign in log, with name, date, time signed in, time signed out, and reason for admittance. A photo ID will be needed for proper identification.
 - b. The log will be kept for a period of 13 months.
 - 2. Ensure any information system-related items (laptops, flash drives, cell phones, cameras, tablets, etc.) entering and exiting the physically secure location are authorized and controlled.
- B. Employees must monitor visitor activity at all times to protect department information systems and data. This includes but is not limited to: ensuring no pictures are taken that may contain CJI and no unauthorized flash drives or other USB devices are used on department/agency secured devices.

Section 3: Visitor Violation of CJIS Information

- A. For any violation of CJIS information you will notify the communication supervisor that is on duty, and if no supervisor is on duty you will immediately notify LASO (Local Agency Security Officer).
- B. After the appropriate personnel is contacted, the Security Incident Response Plan will be implemented.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date November 7, 2022	Rolla Police Department <u>Special Order</u>	Special Order # 207	
Original Issue Date December 8, 2021			
Title Brochure/Forms Management		Classification III	No. of Pages 3

I. PURPOSE

The purpose of this policy is to establish guidelines for developing and updating of brochures and forms used by this department.

II. POLICY

The Rolla Police Department will maintain a central location (master file) for all brochures and forms used by this department.

Section 1: Definitions

A. **Brochure-** A document created for transmitting information.

Control Number- A unique number assigned to each brochure or form for identification.

End User- A person or persons who completes or distributes the brochure or form on a regular basis

Form- A document, usually with blank spaces, for collecting and transmitting information.

Forms Management System- A collection of brochures or forms created by the Forms Development Coordinator for department use which are maintained on the department network drive or other system that are not accessible via the Records Management System.

Form Owner- Person requesting a brochure or form creation or the person designated to review the Brochure or form.

RMS Forms- A collection of brochures or forms for department use which are accessible via the department Records Management System.

Section 2: New Brochure or Forms Procedure

- A. When a new brochure or form is required, the Form Owner will complete a rough draft outline of the new brochure or form requested, and they will forward it to the Commander of Professional Standards through their direct chain of command along with an explanation of the need for the document. (Rev. 11/22)
- B. If approved, the Commander of Professional Standards will determine the software to be used in creating the brochure or form. They will then create a final version of the document, the document will be indexed in a master file and it will be assigned a department identifying number on the document. The Commander will then notify the department via email that a new form has been created and is available for use, and under which system the form can be found. (Rev. 11/22)

Section 3: Reviews

- A. All brochures and forms maintained by the Rolla Police Department will be reviewed annually by the Commander of Professional Standards. (Rev. 11/22)

Section 4: Revisions

- A. Whenever an employee discovers a form requiring a revision or updating, the person requesting the update will submit the form along with the suggested revisions to the Commander of Professional Standards through their direct chain of command. (Rev. 11/22)
- B. If approved, the commander will create a final version of the revised document, the document will be indexed in the master file, and the commander will notify the department via email that the revised form is available, and under which system it can be found. (Rev. 11/22)
- C. Any brochure or form found to have grammatical or typographical errors may be corrected by the Commander of Professional Standards. (Rev. 11/22)

Section 5: Deleting Brochures or Forms

- A. Whenever an employee discovers a form that is no longer being used by the department, they can make a request through their direct chain of command to the Commander of Professional Standards to have the form considered for deletion or removal from the forms management master file. If approved, the commander will remove the document from the forms management master file and then notify the department via email that the form is no longer available. (Rev. 11/22)
- B. All deleted forms will be archived for later reference, if necessary.

Section 6: Pre-Printed Forms

- A. The Chief's Executive Assistant is responsible ordering and distributing all pre-printed brochures, forms, and other documents used by this department. (Rev. 11/22)

Section 7: Master File

- A. The Commander of Professional Standards is responsible for maintaining the master file of all Rolla Police Department brochures and forms maintained on the department network drive. (Rev. 11/22)

Section 8: RMS Forms

- A. The RMS Coordinator is responsible for the creation, maintenance, and master file of all forms maintained in the Records Management System. (Contact the Records Management System Coordinator for instructions on how to request new RMS forms, or how to make revisions to an existing form)

Section 9: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

<i>Effective Date</i> August 12, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 208	
<i>Original Issue Date</i> October 22, 2021			
<i>Title</i> Records Division		<i>Classification</i> III	<i>No. of Pages</i> 4

I. PURPOSE

The purpose of this policy is to establish guidelines for the day-to-day operations of the Rolla Police Department's Records Division, and to insure the integrity of all police records to minimize the risk of exposure to individuals without a legal right to know.

II. POLICY

It is the policy of the Rolla Police Department to ensure the efficient and effective operation of its Records Division as it pertains to the delivery of law enforcement services to the public, as well as the functions that are basic to meeting the management, operational, and informational needs of the agency.

Section 1: Responsibility

- A. The Records Division is a component of the Rolla Police Department under the direct supervision of the Records Supervisor who is responsible for the day-to-day operations of the unit. The Records Supervisor reports directly to the Chief of Police. (Rev. 8/22)
- B. The Records Division is responsible for, but not limited to:
 1. Maintenance, dissemination, and integrity of all records in accordance with local, state and federal laws.
 2. Maintenance and control of all records in an orderly and systematic manner.
 3. Preservation of all records in accordance with records retention laws of the State of Missouri.

Section 2: Numerical Filing System

- A. Case reports and other records submitted to the records division are maintained and filed in numerical sequence within the records office by records division personnel.
- B. Case reports are numbered commencing with the four digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 202200001 would be the first new case beginning January 1, 2022.

Section 3: File Access

- A. All reports including, but not limited to, accident, initial, supplemental, follow-up, evidence and all reports related to a case shall be maintained in a secure area within the records division office, accessible only to authorized records division personnel. Access to all report files after normal business hours or when records personnel are not available is strictly prohibited.

- B. Rolla Police Department employees shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether hard copy or electronic file format, except in accordance with department policy and with a legitimate law enforcement or business purpose or as otherwise permissible by law.

Section 4: Request for Original Reports by Employees

- A. All original reports will not be removed from the Records Division office unless authorization is granted by a records clerk. Should an original report be needed for any reason, the requesting employee shall first obtain authorization from the Records Supervisor.
- B. Should the need arise for an original report to be removed from the records office, a photocopy of the entire report, including any attachments will be made and the photocopy will be retained in the report file location until the original report is returned to the records office. The requesting employee will then sign the original report out on a log that is maintained in the records office. When the original copy of the report is returned to the records office, the photocopy of the report will then be destroyed.

Section 5: Arrest Reports

- A. All arrest reports are open records. However, if any person is arrested and not charged with an offense against the law within thirty days of the person's arrest, the arrest report shall thereafter be a closed record except that the disposition portion of the record may be accessed and except as provided under section 610.120, RSMo.
- B. All arrestees who are taken into physical custody, except for those exempt by Department policy, will be fingerprinted and photographed.
- C. The original arrest report and booking sheet will be retained on file in the records office.
- D. All digital mugshots are maintained in the Records Management System (RMS) database.
- E. Each person's RMS file will be updated with the most current mugshot and fingerprint card for any subsequent arrests.

Section 6: Juvenile Records

- A. The records clerks are responsible for the security and integrity of all juvenile records and reports.
- B. All juvenile offense and incident reports will be forwarded to the Records Division.
- C. All completed juvenile reports where a juvenile is listed as an offender/suspect, a victim of self-harm, or is reported to be a victim of abuse or neglect, will be referred to the Juvenile Court through the Records Division for further action and final disposition.
- D. All original juvenile cases will be maintained in a separate file designated for juvenile cases to keep them separate from all other reports and records. Access to the juvenile file is limited to a need to know basis and only with the authorization of the records clerks.
- E. All agency records pertaining to juvenile arrests will be purged or expunged as directed by the Juvenile Court and/or Chapter 211, RSMo, under the direction of the Records Supervisor or Communications Chief.

Section 7: Digitally Recorded Information

(Add. 11/21)

- A. All requests for digitally recorded information including all police radio traffic and telephone calls on police department recorded telephone lines will be made to the Communications Chief and are subject to the guidelines established in the Missouri Sunshine Law. The Communications Chief will review the request and the recording requested and they will render a decision as to whether or not to release the information.
- B. If the information requested is related to an ongoing criminal investigation, other sensitive matter, or if it is of an evidentiary value, the prosecuting attorney of jurisdiction will review the request and the recording requested and they will render a decision as to whether or not the information is to be released
- C. Employees wishing to obtain digitally recorded calls or radio traffic for use in an ongoing criminal investigation will request the information through the Communications Chief or his/her designee.
- D. The monitoring and/or recording of private employee conversations by other employees is strictly prohibited.

Section 8: Privacy Policy

- A. The Records Clerks shall apply, and assist in the development and maintenance of, the organization's policy which standardizes the collection, storage, transfer and use of personally identifiable information pursuant to § 610.010, RSMo et seq. At a minimum, the policy should include:
 - 1. A declaration supporting the protection of individual privacy.
 - 2. Standards which minimize the collection of personally identifiable information to the least amount of information required to complete a particular transaction.
 - 3. The applicability of the Missouri Sunshine Law.
 - 4. A method for feedback from the public on compliance with the privacy policy.
 - 5. Notation that the policy applies to the collection of all personally identifiable information, regardless of the source or medium.

Section 9: Collection of Fees

- A. Record Clerks, as part of their normal duties, are authorized to collect fees for the following, but not limited to:
 - 1. Copies of Case and Incident reports
 - 2. Copies of Accident Reports
 - 3. Sunshine Law Requests
 - 4. Background Checks
 - 5. Fingerprinting for employment purposes

6. Child Adoption Processes

- B. When cash/money orders are received for payment, the transactions shall be recorded and a receipt will be issued. Those monies will subsequently be forwarded to the City of Rolla's Finance Director for processing.

Section 10: National Incident Based Reporting (NIBRS)

- A. The Rolla Police Department will capture the necessary data for the National Incident Based Report System (NIBRS) in accordance with the guidelines set forth by the Federal Bureau of Investigation, through its automated records system.
- B. The Records Supervisor will be responsible for reviewing and submitting the NIBRS computer generated report to the Federal Bureau of Investigations.

Section 11: Records Division Training

- A. The Records Division personnel will receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under state and federal law.

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date September 21, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 209	
Original Issue Date September 21, 2021			
Title Crime Analysis Function		Classification III	No. of Pages 2

I. PURPOSE

The purpose of this order is to establish criteria for the collection, collation. analysis, dissemination, and feedback evaluation of crime data.

II. POLICY

It is the policy of the Rolla Police Department to utilize the crime analysis function of the department. Crime analysis should provide current, useful information to aid operational personnel in meeting its tactical crime control and prevention objectives. The crime analysis function is intended to help identify and analyze the methods of operation of individual criminals, providing crime pattern recognition and analysis of data from field interrogations and arrests. Crime analysis can be useful in the department's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

Section 1: Data Sources

A. Crime analysis data is extracted from various sources including, but not limited to the following:

1. Crime reports and supplemental investigation reports
2. Field Interview records
3. Computer Aided Dispatch (CAD) data
4. Department of Public Safety
5. Intelligence Reports

Section 2: Crime Analysis Factors

A. The following minimum criteria should be used in collecting data for crime analysis purposes:

1. Frequency by type of crime
2. Geographic factors
3. Temporal factors
4. Victim and target descriptors
5. Suspect descriptors
6. Suspect vehicle descriptors
7. Modus operandi factors
8. Physical evidence information
9. Potential police hazards and policing strategies

Section 3: Crime Analysis Dissemination

A. The existence of crime patterns will be reported to Patrol Supervisors and field personnel, both formally and informally.

1. **Informal Dissemination-** Informal dissemination results from the personal contact between the person doing the crime analysis and operational personnel.
2. **Formal Dissemination-** Formal dissemination techniques include written or verbal reports, memorandums, regular and special meetings, department emails and etc.
3. **Regular and Special Briefings-** Regular and Special Briefings between the Chief of Police and the command staff are important in order to discuss crime trends or patterns as determined by the agency's crime analysis function. The flow of information from these meetings will be disseminated to the commanders of each division within this agency, and it will be the responsibility of each division commander to disseminate the information to the personnel within their division to help achieve the goals of this department.

Section 4: Public Dissemination

- A. Specific crime information that could enhance public understanding of local crime and generate community support may be made available to the public.
- B. Information concerning operational needs such as known offenders, modus operandi, suspects and investigative leads shall be carefully controlled and may be disseminated by media release with approval of the Chief of Police.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> February 26, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 210	
<i>Original Issue Date</i> February 26, 2021			
<i>Title</i> Budgeting and Fiscal Management		<i>Classification</i> II	<i>No. of Pages</i> 4

I. PURPOSE

The purpose of this policy is to establish a directive which provides basic guidelines for budgeting, fiscal management, and purchasing of departmental items by the Rolla Police Department.

II. POLICY

The Rolla Police Department hereby adopts the City of Rolla Procurement and Purchasing Manual as a basis for this policy.

It shall be the policy of the Rolla Police Department to submit an annual department budget which will outline the purchasing of departmental items needed for each fiscal year, and to provide guidance for the management of the departmental budget. The annual budget and the fiscal management will conform to the guidelines as set forth in the City of Rolla Procurement and Purchasing Manual. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Budget

- A. The Chief of Police will submit a proposed budget to the City Administrator prior to the commencement of each fiscal year.
- B. The fiscal year for the City of Rolla begins on October 1st and expires on September 30th of each year.
- C. Prior to each fiscal year, the Finance Department will distribute a budget work sheet to all city departments.
- D. In preparation for the budget, Division Commanders will conduct appropriate studies of their command and obtain from the first line supervisors in their division, a list of equipment and items needed for the upcoming budget year. The list of items needed will then be submitted to the Chief of Police in an outline describing the budget items requested. Included in the description will be supporting documentation which will include:
 - a) A complete description of the item requested.
 - b) An explanation of the need for the item, including its intended purpose.

- c) All supporting documentation for the purchase of the item. This is to include, the name of the vendor, price of the item, and any specifications of the item.
- E. All budgeted items will be prioritized based upon the need, the cost, and availability of funds.
- F. All expenditures throughout the fiscal year must be in accordance with the budget as approved in legislation by the City Council.

Section 2: Purchasing.

- A. It is the policy of the Rolla Police Department to follow procedures for fiscal management in handling budgets, purchasing, accounting, inventory and maintenance of Department owned property.
- B. The Rolla Police Department will follow the City's procedures for the requisition and purchasing of agency equipment and supplies. Those policies and procedures are incorporated in the City of Rolla Procurement and Purchasing Manual which is supplied by City Hall.

Section 3: Petty Cash

- A. [REDACTED]

Section 4: Audits

- A. The Director of Finance for the City of Rolla shall provide for an independent audit of all the financial transactions and accounts of the city to be made at the close of each fiscal year which shall be submitted to the city council.

Section 4: Equipment/Supply inventory

- A. The Rolla Police Department follows inventory and control procedures for agency owned property as established by the Finance Department. The Director of Finance for the City of Rolla maintains a master list of all equipment purchased for the Police Department and the inventory list is updated and audited on a regular basis.

Section 5: Equipment Readiness.

- A. Each employee is responsible for the equipment assigned to them. Each specialty unit supervisor is responsible for the equipment assigned to that unit. In addition, there are monthly inspections of vehicles, the building, and communications to ensure that all equipment has necessary preventive maintenance, and that the equipment is in a state of "Operational Readiness." Any equipment that is not operating or functioning properly is reported and appropriate repairs are made through in-house maintenance, or through outside vendors.

- B. The issuance or re-issue of department uniforms and equipment (except weapons and ammunition) is the responsibility of the Commander of Support Services. The Commander of Support Services maintains a supply room and arranges procurement of additional uniforms and equipment as necessary. The Commander of Support Services also maintains a database of uniforms and equipment issued to personnel.
- C. All personnel requiring uniforms or other equipment must request in writing to the Commander of Support Services, a list of the items to be issued or replaced. Upon approval, the commander will obtain the item from supply on hand, or the appropriate vendor. The commander will document the issuance of uniforms and equipment on the form and place the form in the employee's file.
- D. The issuance of replacement uniforms or equipment requires the employee return to the Commander of Support Services the unserviceable items that are then repaired or properly disposed of.
- E. The issuance of pistols, rifles, shotguns, ammunition, pepper spray, and handcuffs, will also be the responsibility of the Commander of Support Services. Employees who are commissioned to carry a firearm must meet the department firearms qualification standards under the direction of a department approved firearms instructor.
- F. Upon separation or transfer of an employee, the return of uniforms and equipment is documented in the employee files. Serviceable uniforms or equipment will be placed in the supply room for later re-issuance as needed.
- G. All maintenance contracts for the Police Department are kept in the office of the Commander of Support Services, along with a list of vendors that are used for repairs and maintenance.

Section 6: Grant Management

(Add. 02/21)

- A. The Commander of Investigative Services will have the responsibility as the grant manager for the Rolla Police Department. This responsibility will include but not be limited to researching, writing, and applying for various types of federal and state grants with the exception of those which are designated as traffic safety grants. In addition to researching, writing, and applying for grants, the Commander of Investigative Services will also be responsible for maintaining a record of all grant funding received by the department for auditing purposes. All grant applications must receive approval from the Chief of Police and the City Council before being submitted for consideration.
- B. All grants related to traffic safety will fall under the responsibility of the department's traffic supervisor. This responsibility will generally include researching, writing, and applying for various grants such as Missouri Department of Transportation (MODOT) traffic safety grants to fund overtime assignments for impaired drivers and hazardous moving violations. In addition to this, the traffic safety supervisor will also maintain a record of all grant funding received by the

department for auditing purposes. All traffic safety grants must receive approval of the Chief of Police and the City Council before being submitted for consideration.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date September 3, 2021	<div style="text-align: center;"> Rolla Police Department <u>Special Order</u> </div>	Special Order # 211	
Original Issue Date September 3, 2021			
Title Planning and Research		Classification III	No. of Pages 2

I. PURPOSE

Planning and research activities are essential to the effective management of the Rolla Police Department. Complex demands for law enforcement services and demands on the City of Rolla require that this Department carefully research operational alternatives and plan future programs.

II. POLICY

It shall be the policy of the Rolla Police Department to establish a procedure and identify the planning and research component of this department. This is for internal use only and it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Planning and Research Responsibilities

- A. Planning and research for this department will be the responsibility of the Chief of Police. The Chief of Police may designate any employee to perform the function of planning and research. When a designee of the Chief of Police is performing the function of planning and research, he/she shall have access to all necessary information and resources within the Department and have accessibility to the Chief of Police.
- B. Planning and research includes, but is not limited to the following types of activities:
 1. **Multi-year planning:** Multi-year planning is a function of the Chief of Police, whose duties include long range (five year) planning of needs for the Department. This includes, but is not limited to, budget, equipment and manpower needs, based on the forecast change of population, service area, and etc. The multi-year plan will be reviewed annually.
 2. **Operations Planning:** Operations planning is a function shared by the entire Police Administration. In addition to operational plans for events and activities, they will develop and maintain standard operational procedures, design preventive patrol activities, assist in the formulation of policies and procedures, and create a document with all operation plans for events/activities and orders. These orders and documents are reviewed every year for the purposes of deletion and revision.
 3. **Budgeting:** Budgeting is a responsibility of the Chief of Police with input developed by the entire command staff.

Section 2: Organization and Administration

- A. Development of manpower allocation alternatives is a function of the Chief of Police, and system analysis is a function shared by the Chief of Police and command staff who will periodically review the Department's information management system and attempt to introduce appropriate law enforcement application systems as used in departments of our size elsewhere in the United States.

- B. Contingency planning is performed by each member of the command staff within the functional areas of their control.
- C. Traffic accident and selective enforcement pattern analysis is performed under the direction of the Commander of Uniform Services or his designee.
- D. Grant management is performed by the Commander of Investigative Services. Those grants which apply to traffic safety are conducted under the direction of the Commander of Uniform Services or his designee.
- E. The Chief of Police will ensure that the analytical reports are disseminated to the patrol division to assist in planning and/or proper field patrol activities.
- F. The Chief of Police will ensure that the goals and operational objectives for the Department are well planned and documented in order to provide for adequate staffing/operational funding for future years. Multi-year (five year) considerations will include but not be limited to the following:
 - 1. Anticipated workload and population trends.
 - 2. Anticipated personnel levels.
 - 3. Anticipated capital improvement and equipment needs.
 - 4. Provisions for review and revision as needed.
 - 5. Long-term goals and operational objectives.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date September 17th, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 212	
Original Issue Date March 3, 1993			
Title Direction		Classification II	No. of Pages 3

I. PURPOSE

The purpose of this special order relates to direction and supervision. This order will establish the authority of the Chief of Police, designation of command during the absence of the Chief, the accountability of supervisors for performance of subordinates, and the scope of the special order/written directive system.

II. POLICY

The Rolla Police Department hereby establishes this formal written directive system. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

A. Written Directive

1. As defined, written directive is any document that is intended to affect or guide the action of Rolla Police Department employees.
2. Written directives may include.
 - a. Policies;
 - b. Procedures;
 - c. Rules and Regulations;
 - d. General Orders;
 - e. Special Orders;
 - f. Memorandums; and/or
 - g. Instructional Materials.

B. Command Staff

1. Chief of Police
2. Major (Add. 6/20)
3. Captain (Rev. 9/24)
4. Lieutenant (Add. 5/08)
4. Communications Chief
 - a. The Communications Chief has rank equal to that of a Captain, however only has authority over civilian (Communications) personnel. (Rev. 9/24)

Section 2: Direction

- A. The Chief of Police is designated as having the authority and responsibility for the management, direction, and control of the operations and administration of the Rolla Police Department.
 - 1. This authority and responsibility is outlined in the Rolla City Code; Ordinance #2063, Section 33-9.
- B. The order of precedence for command authority in the event of the absence of the Chief of Police is as follows:
 - 1. Major (Rev. 6/20)
 - 2. Captains/Lieutenants in order of rank/seniority (Rev. 9/24)
- C. Supervisory personnel within the Rolla Police Department are accountable for the performance of employees under their immediate control.
 - 1. This directive is written so as to achieve effective direction, coordination, and control of employees.
 - a. This directive applies to each level of supervision from Corporal through the Chief of Police.
- D. All employees of the Rolla Police Department are required to obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of equal or lower rank.
 - 1. To permit effective supervision, direction, and control, employees shall promptly obey any lawful order of a superior.
 - 2. In the event an employee is given two different orders that may be in conflict, the last order given shall prevail unless retracted or modified.
- E. There are two alternatives for dealing with situations in which an employee receives conflicting orders. These include:
 - 1. Informing the supervisor issuing the last order and asking for resolution of the conflict; or
 - 2. Obeying the most recent order.
- F. The Chief of Police should conduct meetings for command staff at least once per week. (Rev. 9/24)
- G. Supervisory meetings shall be conducted as directed by the Chief of Police. (Rev. 6/20)
- H. The Chief of Police will conduct departmental meetings as necessary. (Rev. 9/24)
- I. The purpose of the aforementioned meetings is to enhance verbal communications and direction among all members of the department.

Section 3: Authority

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 215	
Original Issue Date April 15, 1998			
Title Courtroom Demeanor & Honoring Subpoena		Classification III	No. of Pages 3

I. PURPOSE

The purpose of this special order is to establish guidelines, responsibilities, and procedures for honoring subpoena and courtroom demeanor.

II. POLICY

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Responsibility

A. It is the responsibility of the recipient of a subpoena to:

1. Honor the subpoena on the date and the time prescribed, unless otherwise directed by the legal counsel that directed the subpoena to be issued;
2. Advise the immediate supervisor, for the purpose of administrative action, such as replacement of manpower, etc.; and
3. Review the case records and make certain that all evidence or property is immediately available, properly marked and otherwise in order for court presentation.

B. It is the responsibility of the individual named in the trial notification list issued by the clerk of the Municipal Court of the City of Rolla to:

1. Appear in the proper uniform;
2. Review the case report and ensure that all evidence or property is immediately available, properly marked and in order for court; and
3. Contact the court clerk and advise said clerk as to the location in the building where you may be reached if not in the court room or how you can be reached when needed.

C. It is the responsibility of the individual to check with the Prosecuting Attorney (having venue) prior to the trial date in order to determine if the individual will be required to appear for a case in which the individual has been involved in any degree. If the Prosecuting Attorney advises that the individual is needed for court, the individual shall report to that court at the designated time with or without a subpoena.

D. Personal Appearance

1. If in uniform, the proper authorized uniform shall be worn.

2. In the Rolla Municipal Court, the judge desires all uniformed officers to appear in the proper uniform at the time of court.
3. If not in uniform, the dress will be conservative, preferably in a business suit or slacks with a blazer. Female employees may appear in a conservative dress.

E. Return of Evidence and Property

All property and/or evidence under the officer's control shall be returned to the Department Evidence Control Officer by said officer, indicating in his report how it may be disposed of.

Section 2: Courtroom Demeanor

The standards of this Department are to provide the most professional police department possible. Testifying is the final effort of the police officer or the police department employee in the presentation of the case investigation. The following guideline is issued in an attempt to provide guidance to the officer and/or employee.

- A. Dress conservatively, if not in uniform.
- B. Remember you are a symbol of law and order.
- C. Sit erect in the chair, and do not make movements which might catch the eyes of the jury and distract them.
- D. Be polite.
- E. Be courteous
- F. Do not attempt to give undue emphasis to certain facts, in any manner, or give the impression that you are anxious to convict the defendant.
- G. Do not regard the defense attorney as your enemy.
- H. Listen carefully to every question.
- I. Think before you answer.
- J. If you do not understand the question, ask the attorney to repeat it.
- K. Answer only the question that is asked.
- L. Do not volunteer any information.
- M. Do not try to outwit or mislead the defense attorney.
- N. Look at the jury when answering a question.
- O. Do not look to the prosecutor for help.
- P. If you make a mistake in your answer, do not hesitate to say so and then correct it.

- Q. If your memory is not clear on the fact, do not hesitate to say so.
- R. Do not attempt to be humorous with an answer.
- S. Do not laugh or smile when a question is asked.
- T. Do not lose your temper.
- U. Do not show your anger.
- V. If either attorney makes an objection, say nothing else until the court has made its ruling on the objection.
- W. Tell the truth, even though you believe your answer may tend to prove the defendant innocent.
- X. Do not talk to anyone about the case being tried, except when a prosecutor is present, and then only out of the hearing range of others who may be witnesses or jurors.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:
None

<i>Effective Date</i> September 3, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 315	
<i>Original Issue Date</i> April 26, 2021			
<i>Title</i> Recruitment, Selection Process, and Required Training		<i>Classification</i> II	<i>No. of Pages</i> 4

I. PURPOSE

This policy provides a framework for recruiting efforts and to identify the minimum job-related standards for the selection process. This policy supplements the rules that govern employment practices for the City of Rolla Police Department.

II. POLICY

In accordance with applicable federal, state, and local law, the Rolla Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status.

This Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law. The department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

Section 1: Recruitment Standards

- A. The challenge facing the department is one of developing a job-valid and non-discriminatory set of policies that will allow it to lawfully exclude persons who do not meet the City of Rolla or State of Missouri hiring standards. The Missouri Peace Officer Standards and Training Commission (POST) statutorily prescribes minimum standards for licensed employees and a pre-employment investigation of a candidate's background (§ 590.030.1, RSMo; 11 CSR 75-13.020).

While the Rolla Police Department does not maintain an active recruitment process, efforts to recruit the most qualified candidates for police officer positions and some civilian positions will be made by periodically attending recruiting events at area law enforcement training academies and job fairs as the positions become available. All job vacancies occurring within the Rolla Police Department will be advertised for a minimum of two weeks through the use of social media, internet career sites, and through the local news media.

Employment standards have been established for each job classification/description and include minimally, the special training, abilities, knowledge and skills required to perform the duties of the job in a satisfactory manner. Those employment standards are governed under the Rolla Police Department policy on hiring, promotions, and special assignments.

Section 2: Required Training and Continuing Education

(ADD 9/21)

- A. Licensed members of this Department must successfully complete a basic police academy training course through a recognized Missouri POST provider before being granted licensed status and before performing the duties of a peace officer (§ 590.040, RSMo).

- B. The basic training requirement may be waived if the employee is eligible for commission by meeting training and licensure standards within the parameters, extensions and exceptions set by POST (§ 590.030.3, RSMo)
- C. All sworn personnel of this Department shall complete no fewer than 24 hours of annual continuing education training as prescribed by the Missouri POST (§ 590.050, RSMo; 11 CSR 75-15.010 et seq.)

Section 3: Police Officer

- A. The following recruitment standards have been adopted for all public safety candidates:

Police Officer candidates shall meet the following minimum standards established by the Missouri Peace Officer Standards and Training (POST) Commission (11 CSR 75-13.020):

1. A citizen of the United States
2. At least 21 years of age
3. Possess a high school diploma or equivalent
4. Fingerprinted in a manner approved by the Missouri State Highway Patrol
5. Receive a qualifying score on the Missouri Peace Officer License Exam (MPOLE), if applicable
6. Be eligible for licensure through the POST Commission.

Section 4: Police Officer Selection Process

- A. The Rolla Police Department will strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects.

Applicants for all police officer positions will apply to the police department using the approved employment application. Subsequent notifications, testing and evaluation in the hiring process is managed by and the responsibility of the Commander of Uniform Services.

Minimally, the department will employ a comprehensive screening, background investigation and selection process that assesses Bona Fide occupational qualification requirements.

All applicants for entry-level police officer positions will apply to the Rolla Police Department and are required to meet qualifications of the Missouri Police Officer Standards of Training and the Department, as required by this policy or law.

1. Possess a valid POST license for the department's classification of a peace officer.
2. Accurately complete an application for employment.
3. Pass a physical fitness examination.
4. Obtain a recommendation from a structured oral interview board.

The highest ranking candidates based on the above criteria will be interviewed by the Chief of Police and/or the authorized designee. The top candidate(s) meeting department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:

B. Background investigation, which may include, but is not limited to the following:

1. Check of driving record
2. Local, state and federal criminal history checks.
3. Search of public internet sites and social media platforms
4. Financial history check consistent with the Fair Credit Reporting Act (15 USC § 1681 et seq.)
5. Polygraph examination

C. Psychological testing

D. Physical examination

E. Drug testing

F. Regular employee status may be granted upon:

1. Successful completion of Field Training
2. Successful completion of probation as outlined in the City of Rolla Police Department Policy Manual.

Section 5: Civilian Selection Process

A. The Rolla Police Department will strive to identify a diverse group of candidates who have in some manner distinguished themselves as being outstanding prospects.

Minimally, the department will employ a comprehensive screening, background investigation and selection process that assesses Bona Fide occupational qualification requirements.

Applicants for all civilian positions will apply to the Rolla Police Department and are required to:

1. Meet department qualifications.
2. Successfully and accurately complete an employment application.
3. Obtain an acceptable passing score on a written test, if applicable for the position.
4. Successful completion of a job skills assessment, if applicable for the position
5. Obtain a recommendation from a structured oral interview board, if applicable for the position.

The top candidate(s) meeting department hiring criteria may then be given a conditional offer of employment, with hiring and appointment contingent upon the successful completion of the following:

B. Background Investigation, which may include, but is not limited to the following:

1. Check of driving record

2. Local, state and federal criminal history checks
 3. Check of public internet sites and social media platforms
 4. Financial history check consistent with the Fair Credit Reporting Act (15 USC § 1681 et seq.)
- C. Polygraph examination
- D. Drug testing
- E. Regular employee status may be granted upon:
1. Successful completion of training
 2. Successful completion of probation

Section 6: Background Investigation

- A. Background investigations are conducted on all employees prior to the final hiring decision. Relevant information regarding the candidate's qualifications, integrity, lawful and unlawful past behavior, previous work performance and driving record, if applicable to the position, is included, along with interviews of individuals who are familiar with the candidate. This information is used to make an informed decision on the candidate's suitability for employment.

Background investigations shall be conducted by members of the Rolla Police Department who have been trained in conducting background investigations or in accordance with the background investigation protocol adopted by the department.

Section 7: Records

- A. All selection materials for those individuals hired, including the background investigation, will be filed and stored accordingly. Employee selection materials will be maintained for the length of the time required for personnel files under the City's records retention schedule.

All selection materials for those individuals not hired will be filed and stored accordingly and maintained for a minimum period established by the City's records retention schedule.

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> July 9, 2025	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 320	
<i>Original Issue Date</i> June 2, 2004			
<i>Title</i> Hiring, Promotions, and Special Assignments		<i>Classification</i> II	<i>No. of Pages</i> 18

I. PURPOSE

The purpose of this policy is to establish a procedure for hiring and promotion of all full-time Department employees.

(Rev. 6/20)

II. POLICY

The Rolla Police Department establishes the following special order for the purpose of providing detailed guidelines for all personnel in the hiring (including lateral entry), promotion, and special assignment of all employees of the Rolla Police Department. All procedures for hiring, promotions, and special assignments contained herein are subject to change at any time at the discretion of the Chief of Police. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

(Rev. 6/20)

Section 1: Hiring

A. Police Officer

The Rolla Police Department will strive to hire qualified police officers who are already certified by the State of Missouri Peace Officers Standards and Training Commission, and who have met the other eligibility requirements set forth by the department unless hired from an outside law enforcement agency. These positions will be filled as they become available. A list of eligible candidates may be maintained for police officers for a period of up to six months after the Police Personnel Board Interview, at the discretion of the Chief of Police.

(Rev. 4/21)

1. Entry level police officers shall start at Grade/Step P-4 on the City of Rolla Police Department Pay Scale.

(Rev. 9/24)

- a. In the event that a candidate is hired as a Cadet because he/she is not P.O.S.T. certified, the candidate shall be hired at Grade/Step P-1 on the City of Rolla Police Department Pay Scale and shall be required to sign a contract with the City of Rolla if the City is covering the POST training expenses.

(Rev. 9/24)

2. Police Officers may be escalated to a higher pay Step, dependent upon years of service with another law enforcement agency. This experience may also include Military Police training and experience. The Chief of Police may choose to hire a police officer under the following lateral program:

- a. Lateral Entry Police Officers may be hired at the following Grade/Step based on the following experience schedule:

1. > 3 years experience but < 5 years experience may permit a police officer to start at Grade/Step P4-2 on the City of Rolla Police Department Pay Scale.

(Rev. 9/24)

2. > 5 years experience may permit a police officer to start at Grade/Step P4-3 on the City of Rolla Police Department Pay Scale.

(Rev. 9/24)

3. The hiring process will consist of the following: application, written test may be given, physical agility test, peer board interview, police personnel board interview, background investigation, polygraph examination, psychological examination, weapons qualification, medical examination, and drug screen. Any deviation from this process must be approved by the Chief of Police.

(Rev. 9/24)

4. If an officer is re-hired within two years of when he/she left, that officer may be re-instated to the position and paygrade he/she left at, if available, at the chief's discretion.

(Add. 10/09)

B. Emergency Communications Officer I

(Rev. 7/25)

The Rolla Police Department will strive to hire qualified Emergency Communications Officers who have met the eligibility requirements set forth in the department policy governing recruitment and selection process. These positions will be filled as they become available. A list of eligible candidates may be maintained for emergency communications officers for a period of up to six months after the Peer Board Interview, at the discretion of the Communications Chief and Chief of Police.

(Rev. 8/22)

1. Entry level Emergency Communications Officer Trainee shall start at Grade/Step T-3 on the City of Rolla General Occupational Salary Table until completion of training, at which point he/she will be moved to Grade/Step T-4 as an Emergency Communications Officer.

(Rev. 4/24)

2. Emergency Communications Officers may be escalated to a higher pay Step, dependent upon years of service with another E-9-1-1 agency. The Chief of Police may choose to hire an Emergency Communications Officer under the following lateral program.

(Rev. 8/22)

- a. Lateral entry Emergency Communications Officers may be hired at the following Grade/Step based on the following experience schedule:

(Rev. 8/22)

1. > 2 years experience but < 5 years experience may permit an Emergency Communications Officer to start at Grade/Step T4-2 on the City of Rolla Telecommunication Department Pay Scale.

(Rev. 9/24)

2. > 5 years experience may permit an Emergency Communications Officer to start at Grade/Step T4-3 on the City of Rolla Telecommunication Department Pay Scale.

(Rev. 9/24)

3. The hiring process will consist of the following: application, written test may be given, a job skills assessment test may be given, peer board interview, background investigation, polygraph examination, psychological examination, and drug screen.

(Rev. 9/24)

C. Animal Control Officer

The Rolla Police Department will strive to hire qualified Animal Control Officers as the positions become available. Qualified candidates must meet the eligibility requirements set forth in the department policy governing recruitment and selection process.

(Rev. 4/21)

1. The hiring process shall consist of the following: application, written test may be given, oral interview with Division Commander and Animal Control Manager, background investigation, polygraph examination, medical examination, and drug screen.

(Rev. 5/08)

D. Executive Assistant

(Rev. 8/22)

The Rolla Police Department will strive to hire a qualified Executive Assistants as the position become available. Qualified candidates must meet the eligibility requirements set forth in the department policy governing recruitment and selection process.

(Rev. 9/24)

1. The hiring process shall consist of the following: application, skills test may be required, interview with the Command Staff and Chief of Police, polygraph examination, background investigation, and drug screen.

(Rev. 5/08)

E. Records Clerk and Secretary

(Rev. 8/22)

The Rolla Police Department will strive to hire qualified Police Records Clerks and Secretaries as the positions become available. Qualified candidates must meet the eligibility requirements set forth in the department policy governing recruitment and selection process.

(Rev. 8/22)

1. The hiring process shall consist of the following: application, skills testing, interview with Division Commander and Records Supervisor, polygraph examination, background investigation, and drug screen.

(Rev. 9/24)

F. Custodian

The Rolla Police Department will strive to hire qualified Custodial workers as the position becomes available. Qualified candidates must meet the eligibility requirements set forth in the department policy governing recruitment and selection process.

(Rev. 4/21)

1. The hiring process shall consist of the following: application, interview with the Division Commander, polygraph examination, background investigation, and drug screen.

(Rev. 9/24)

Section 2: Promotions (Commissioned Personnel)

A. Senior Patrol Officer

An officer wishing to be advanced to the position of Senior Patrol Officer (SPO) must have a minimum of two years of law enforcement experience with the Rolla Police Department, or one year with the Rolla Police Department and two years with another law enforcement agency with the approval of the Chief of Police, and not be on probation. This promotion will allow the employee to advance one step higher in the Patrol Officer pay grade. (3% increase)

(Rev. 9/24)

1. Guidelines for Promotion to SPO:

- a. Formal application in the form of a departmental memorandum.
(Rev. 5/08)
- b. Must not be on disciplinary probation
(Add. 5/08)
- c. Must have submitted a completed SPO Job Task Booklet to the appropriate Division Commander. (Attachment A)
(Rev. 5/08)
- d. Must have received a 1.4 rating or better on last evaluation with no “Below” ratings in any category.
(Rev. 2/21)
- e. Must pass a written examination with a score of at least 80%. The examination may consist of questions covering department policies and procedures, state and municipal code, etc., and may be comprised of multiple choice, true and false, fill in the blank, and essay questions, etc.
(Rev. 9/24)
- f. Must pass and be recommended for advancement by an oral interview board comprised of the officer’s Sergeant, and two (2) Senior Patrol Officers chosen by the officer. (Rev. 5/21)
- g. Must be approved for advancement by the Chief of Police and complete any other process determined necessary by the Chief.

(Rev. 5/21)

B. Corporal

An officer wishing to be advanced to the position of Corporal (CPL) must have a minimum of two years as a Senior Patrol Officer with the Rolla Police Department. Lateral transfers from Detective to Corporal without a promotional process will be considered on a case-by-case basis.

(Rev. 9/24)

1. Guidelines for Promotion to CPL:

- a. Formal application in the form of a Departmental memorandum.
- b. Must not be on disciplinary probation and must be a Senior Patrol Officer.

(Rev. 5/08)

- c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category. (Rev. 9/24)
- d. Must have been approved for promotions by the Police Personnel Board. (Rev. 5/08)
- e. Must complete the “Promotion Process for Corporals and Sergeants” as outlined in this policy. (Add. 6/20)

C. **Detective/Narcotics Detective**

An officer wishing to be advanced to the position of Detective (DET) must have a minimum of two years of Law Enforcement experience with the Rolla Police Department. Lateral transfers from Corporal to Detective without a promotional process will be considered on a case-by-case basis if the candidate has previous experience as a Detective, or from Corporal to Investigator if the applicant has no previous experience as a Detective. In regard to the latter, the applicant would not lose the Corporal rank or pay, but would still need to complete the guidelines below to gain the title of Detective.

Rank made in the Division of Criminal Investigations does not transfer to other Divisions unless it is a lateral transfer for a position. For example, if a Detective makes Sergeant in the division, he or she does not go back to the Patrol Division at the rank unless there is a lateral opening for which he or she is the most qualified to obtain. A Sergeant or Corporal that transfers directly into the Division does not have a higher status and would be junior to a more tenured but lower ranking detective. (Rev. 4/24)

1. Guidelines for Promotion to Detective (Grade 5): (Rev. 4/24)
 - a. Must have completed a minimum of six months assignment to the Division of Criminal Investigations/Drug Task Force as an Investigator/Narcotics Investigator and be recommended by his/her direct supervisor. (Rev. 6/20)
 - b. Formal application in the form of a departmental memorandum. (Add. 5/08)
 - c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category. (Rev. 11/21)
 - d. Must not be on disciplinary probation. (Add. 5/08)
 - e. Must have been approved for promotions by the Police Personnel Board. (Rev. 5/08)
 - f. Must be approved by the Unit Supervisor and Division Commander. (Rev. 4/24)
2. Guidelines for Promotion to Senior Detective (Grade 5): (Rev. 4/24)

- a. Must have completed a minimum of three (3) years of experience in the Detective Bureau.
 - b. Formal application in the form of departmental memorandum.
 - c. Must have received at least a 1.5 rating on last evaluation with no “Below” ratings in any category.
 - d. Must not be on disciplinary probation.
 - e. Must be recommended by the Unit Supervisor.
 - f. Must pass a written exam (based on investigative practices, laws, etc.) The written exam is created by the Division Commander with approval from the Chief of Police.
 - g. Must be approved by the Division Commander.
3. Guidelines for Promotion to Detective Sergeant (Grade 6): (Rev. 4/24)
- a. Must have completed a minimum of two (2) years of experience as a Senior Detective.
 - b. Formal application in the form of departmental memorandum.
 - c. Must have received at least a 1.5 rating on last evaluation with no “Below” ratings in any category.
 - d. Must not be on disciplinary probation.
 - e. Must be recommended by the Unit Supervisor.
 - f. Must pass a written exam (based on supervisory and leadership in policing/investigations). The written exam is created by the Division Commander with approval from the Chief of Police.
 - g. Must be approved by the Unit Supervisor and Division Commander.

D. Patrol Sergeant

An officer wishing to be advanced to the position of Sergeant (SGT) must have a minimum of five years of Law Enforcement Experience with the Rolla Police Department. Lateral transfers from Detective Sergeant to Patrol Sergeant without a promotional process will be considered on a case-by-case basis.

(Rev. 9/24)

1. Guidelines for Promotion to Sergeant:
- a. Formal application in the form of a Departmental memorandum.
 - b. Must not be on disciplinary probation and must currently hold the rank of Corporal or Detective for at least a year.

(Rev. 9/24)

- c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category. (Rev. 9/24)
- d. Must have been approved for promotions by the Police Personnel Board. (Rev. 5/08)
- e. Must complete the “Promotion Process for Corporals and Sergeants” as outlined in this policy. (Add. 6/20)

E. Detective Staff Sergeant

An officer wishing to be advanced to the position of Detective Staff Sergeant must have a minimum of five years of law enforcement experience with the Rolla Police Department. The detective bureau supervisory position holds the rank of Detective Staff Sergeant.

(Rev. 9/24)

1. Guidelines for Promotion to Detective Staff Sergeant:

(Rev. 4/24)

- a. Formal application in the form of a Departmental memorandum.
- b. Must not be on disciplinary probation and must have completed a minimum of three years assignment to the Division of Criminal Investigations as an Investigator/Detective (Narcotics Investigator/Narcotics Detective), hold the rank of Senior Detective or Detective Sergeant, and be recommended by his/her appropriate Division Commander.

(Rev. 9/24)

- c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category. (Rev. 9/24)
- d. Must have been approved for promotions by the Police Personnel Board.

F. Staff Sergeant

This position remains within the ranks of the Rolla Police Department but may no longer be attained. The position will be eliminated through attrition.

(Add 9/24)

Command Staff

G. Lieutenant

An officer wishing to be advanced to the position of Lieutenant (LT) must have a minimum of eight years of Law Enforcement Experience with the Rolla Police Department. This position will be filled by the applicant selected by the Chief of Police.

(Rev. 8/24)

1. Guidelines for Promotion to Lieutenant:

- a. Formal application in the form of a Departmental memorandum.
- b. Must currently hold the rank of Sergeant or above.
(Add. 6/20)
- c. Preferred education: A Bachelor's degree (or higher) in a management or criminal justice field, or another field as approved on a case-by-case basis by the Chief of Police.
(Rev. 8/24)
- d. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category.
(Rev. 8/24)
- e. Must have been approved for promotions by the Police Personnel Board.
(Rev. 5/08)
- f. Must participate in an oral interview board with Command Staff.
(Rev. 09/24)
- g. Must not be on disciplinary probation.
(Add. 5/08)

H. Captain

An officer wishing to be advanced to the position of Captain (CPT) must have a minimum of eight years of Law Enforcement Experience with the Rolla Police Department. This position will be filled by the applicant selected by the Chief of Police.

(Rev. 6/20)

1. Guidelines for Promotion to Captain:

- a. Formal application in the form of a Departmental memorandum
- b. Must currently hold the rank of Sergeant or above.
(Add. 6/20)
- c. Education: must possess a Bachelor's degree (or higher) in a management or criminal justice field, or another field as approved on a case-by-case basis by the Chief of Police.
(Rev. 6/20)
- d. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category.
(Rev. 9/24)
- e. Must have been approved for promotions by the Police Personnel Board.
(Rev. 5/08)
- f. Must participate in an oral interview board with Command Staff.

(Rev. 9/24)

- g. Must not be on disciplinary probation

(Add. 5/08)

I. Major

(Add. 6/20)

An officer wishing to be advanced to the position of Major (MAJ) must have a minimum of eight years of Law Enforcement Experience with the Rolla Police Department. This position will be filled by the applicant selected by the Chief of Police.

(Rev. 6/20)

1. Guidelines for Promotion to Major:

- a. Formal application in the form of a Departmental memorandum
- b. Must currently hold the rank of Captain.
- c. Education: must possess a Bachelor's degree (or higher) in a management or criminal justice field, or another field as approved on a case-by-case basis by the Chief of Police.
- d. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category.
- e. Must have been approved for promotions by the Police Personnel Board.
- f. Must not be on disciplinary probation
- g. Must have completed an Advanced Law Enforcement Leadership Course (SPI, FBI/NA, Northwestern, Command College).

(Rev. 9/24)

(Rev. 9/24)

(Rev. 9/24)

Section 3: Promotions (Civilian Personnel)

A. Emergency Communications Officer II (ECO II)

(Rev. 7/25)

An employee wishing to advance to the position of Senior Emergency Communications Officer must have a minimum of two years of public safety dispatch experience with the Rolla Police Department or five years of experience with another public safety dispatch center, and not be on probation. In order for prior experience to qualify, the other public safety dispatch safety center must have a similar call volume to Phelps County, be a primary PSAP, and offer multiple discipline dispatch services. This promotion will allow the employee to advance one step higher in the Emergency Communications Officer pay grade (3% increase).

(Add. 9/24)

Emergency Communication Officers may not start documentation in their ECO II Booklet until they have completed a full year of service with the Rolla Police Department, regardless of prior experience.

(Rev. 7/25)

1. Guidelines for Promotion to Emergency Communications Officer II:

(Rev. 7/25)

- a. Formal application in the form of a departmental memorandum
- b. Must not be on disciplinary probation
- c. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category. (Rev. 9/24)
- d. Must have submitted a completed STO Job Task Booklet to the Communications Chief (Attachment B)
- e. Must be approved for promotion by the Chief of Police

B. Emergency Communications Officer III (ECO III)

(Add. 7/25)

An employee wishing to advance to ECO III must have a minimum of two years as an ECO II with the Rolla Police Department. This position corresponds to T-5 on the pay scale.

1. Guidelines for Promotion to ECO III:

- a. Formal application via departmental memorandum
- b. Not on disciplinary probation and must be an ECO II
- c. Last evaluation score of 1.5 or better, with no "Below" ratings
- d. QA average of 90% over the past six months
- e. Must hold an extra duty, special assignment, or serve on a Communications Committee
- f. Must pass a written exam
- g. Must have endorsement from their current Communications Supervisor
- h. Must pass an oral interview with the Communications Chief
- i. Approved for promotion by the Chief of Police

C. Emergency Communications Supervisor

(Rev. 8/22)

An employee wishing to advance to the position of Emergency Communications Supervisor must have a minimum of three years of public safety dispatch experience with the Rolla Police Department. (Rev. 8/22)

1. Guidelines for Promotion to Emergency Communications Supervisor:

(Rev. 8/22)

- a. Formal application in the form of a Departmental memorandum.
- b. Must not be on disciplinary probation and must be a Senior Emergency Communications Officer.

(Rev. 8/22)

- c. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category. (Rev. 9/24)
- d. Must pass an oral interview with the Communications Chief and/or any other process as determined by the Chief of Police. (Rev. 6/20)
- e. Must have the endorsement of their current Emergency Communication Supervisor. (Rev. 8/22)
- f. Must pass a written promotions exam. (Add 8/24)
- g. QA average of 90% over the past six months (Add 7/25)
- h. Input will be provided by the other Communications Supervisors. (Rev. 2/21)
- i. Must be approved for promotion by the Chief of Police.

D. Communications Training Coordinator (Add. 7/25)

An employee wishing to advance to Communications Training Coordinator must have at least three years of experience as an ECO II or ECO III with the Rolla Police Department. This position corresponds to a T-6 on the payscale.

1. Guidelines for Promotion to Communications Training Coordinator:
 - a. Formal application via departmental memorandum
 - b. Not on disciplinary probation and must be an ECO II or ECO III.
 - c. Last evaluation score of 1.5 or better, with no "Below" ratings
 - d. Pass an oral board with the Communications Chief. This board will include giving a 10 minute powerpoint presentation on a Communications Procedural.
 - e. Endorsement from their current Emergency Communications Supervisor
 - f. Pass a written promotions exam
 - g. QA average of 90% over the past six months
 - h. Input will be provided by other Communications Supervisors
 - i. Approved for promotion by the Chief of Police

E. Operations Assistant (Add. 7/25)

An employee wishing to advance to Operations Assistant must have at least five years of experience as an ECO II or ECO III with the Rolla Police Department. This position corresponds to a T-7 on the payscale.

1.Guidelines for Promotion to Operations Assistant

- a. Formal application via departmental memorandum
- b. Not on disciplinary probation and must be an ECO II or ECO III.
- c. Last evaluation score of 1.5 or better, with no "Below" ratings
- d. Pass an interview with the Communications Chief.
- e. Pass a written promotions exam
- f. QA average of 90% over the past six months
- g. Input will be provided by other Communications Supervisors
- h. Approved for promotion by the Chief of Police

F. Communications Chief

An employee wishing to be advanced to the position of Communications Chief must have a minimum of five years of E-9-1-1 Communications experience with the Rolla Police Department. This position will be filled by the applicant selected by the Chief of Police.

(Rev. 6/20)

1. Guidelines for Promotion to Communications Chief:

- a. Formal application in the form of a Departmental memorandum.
- b. Must not be on disciplinary probation and must be an Emergency Communications Supervisor.

(Rev. 9/24)

- c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category.

(Rev. 9/24)

- d. Must pass an oral interview with the Chief of Police and/or any other process as determined by the Chief

(Rev. 5/08)

G. Animal Control Sergeant

An employee wishing to be advanced to the position of Animal Control Sergeant must have a minimum of two years of Animal Control Officer experience with the Rolla Police Department.

(Rev. 2/21)

1. Guidelines for Promotion to Animal Control Sergeant:

(Rev. 2/21)

- a. Formal application in the form of a Departmental memorandum.
- b. Must pass an oral interview with the Chief of Police and/or any other process as determined by the Chief

(Rev. 5/08)

- c. Must not be on disciplinary probation

(Add. 5/08)

- d. Must have received a 1.4 rating or better on last evaluation with no “Below” ratings in any category.

(Rev. 2/21)

H. Senior Records Clerk

(Rev. 4/24)

An employee wishing to be advanced to the position of Senior Records Clerk must have a minimum of two years of Records Clerk experience with the Rolla Police Department. This promotion will allow the employee to advance one step higher in the Records Clerk pay grade. (3% increase)

1. Guidelines for Promotion to Senior Records Clerk:

- a. Formal application in the form of a departmental memorandum
- b. Must not be on disciplinary probation
- c. Must have received a 1.4 rating or better on last evaluation with no “Below” ratings in any category.
- d. Must be approved for advancement by the Chief of Police and complete any other process determined necessary by the Chief.

I. Records Supervisor

(Rev. 2/21)

An employee wishing to be advanced to the position of Records Supervisor must have a minimum of three years of Records Clerk experience with the Rolla Police Department.

1. Guidelines for Promotion to Records Supervisor:

- a. Formal application in the form of a departmental memorandum
- b. Must not be on disciplinary probation
- c. Must have received a 1.4 rating or better on last evaluation with no “Below” ratings in any category.
- d. Must be approved for advancement by the Chief of Police and complete any other process determined necessary by the Chief.

Section 4: Supervisory Training (Commissioned Personnel)

(Add. 9/21)

- A. Within the first year of their promotion, all first time, first line supervisors, who have not already done so, will complete an approved police supervision training program, manpower permitting, and depending on the availability of courses.

(Rev. 9/24)

- B. Within the first year of their promotion, all newly promoted command officers will complete an approved mid-level police management training program, manpower permitting, and depending on the availability of courses.

Section 5: Special Assignments

A. Specialty Positions

(Add. 6/20)

An employee wishing to be assigned to a specialty position must meet any requirements outlined in other special orders or procedural orders which cover the responsibilities of the position, in addition to the general guidelines listed below.

1. Understanding Special Assignments

Special Assignments are positions associated with a specific function of the Department or a Division within the Department. They are not promotions, as they hold no advancement in rank, pay grade, or authority over other employees. At the Chief's discretion, some positions may be accompanied by a specific rank, specialty pay/benefits, and/or supervisory status; however, those are considered to be positional only, meaning the employee will forfeit those upon leaving the position and revert back to the rank previously held.

2. Specialty Fields Identified

Special Assignments may include, but not be limited to, the following: School Resource Officer, Investigator/Narcotics Investigator, Housing Officer, CIT Officer, Traffic Officer/Supervisor, Junior Cadet Advisor, SWAT Member/Team Leader, VIPS Coordinator (if selected within), Crisis Negotiator, Evidence Custodian, Interdiction Officer, Department Chaplain, Field Training Officer/Supervisor, Communications Training Officer, Motor Patrol Officer, and any other position deemed necessary by the Chief of Police.

(Rev. 8/24)

3. Guidelines for Special Assignment

- a. Formal application in the form of a departmental memorandum
- b. Must not be on disciplinary probation
- c. Must have received a 1.5 rating or better on last evaluation with no "Below" ratings in any category.
- d. For any sworn specialty field carrying a positional promotion, the officer must have been approved for promotion by the Police Personnel Board.

(Rev. 9/24)

- e. Must participate in an interview process with the Unit Supervisor and Division Commander.

(Add. 9/24)

- f. Must be approved for advancement by the Chief of Police.

(Rev. 9/24)

B. Investigator/Narcotics Investigator

An officer wishing to be assigned to the position of Investigator (INV) must have a minimum of two years of law enforcement experience with the Rolla Police Department or with an outside agency with the Chief's approval.

(Rev. 9/24)

1. Understanding This Assignment

(Add. 5/08)

- a. The position of Investigator is technically not a promotion, as it holds no advancement in rank, pay grade, or authority over other employees. It is strictly a special assignment. However, the selection process for this position is included in this policy as it pertains to the promotion of a detective.
- b. The assignment to the Division of Criminal Investigations is for the following reasons:
 1. It strengthens the investigative effort of that division
 2. It enhances the career development of the officers who would normally be assigned to uniformed duties
 3. It improves the preliminary investigative technique of the junior officers of the department
 4. It exposes other officers from the Uniform Services Division of the department to the actual working operation of the Division of Criminal Investigations
 5. It creates a pool of officers who have some experience as an investigator

2. Guidelines for Assignment as an Investigator

(Add. 5/08)

- a. Formal application in the form of a departmental memorandum
- b. Must not be on disciplinary probation, and must be a Senior Patrol Officer
- c. Must have received a 1.5 rating or better on last evaluation with no “Below” ratings in any category.

(Rev. 9/24)

- d. Must participate in an oral interview with the Unit Supervisor and Division Commander.

C. VIPS Coordinator

(Rev. 9/24)

The Rolla Police Department will strive to hire a qualified VIPS Coordinator as the position becomes available. This position shall be a sworn position and qualified candidates must meet the eligibility requirements set forth in the department policy governing recruitment and selection process. The VIPS Coordinator holds the rank of Sergeant after the probationary period is successfully completed and the requirements set forth in this policy on promotions and special assignments have been met. Outside hires and laterals will be considered case-by case based on previous experience and department staffing levels.

Section 6: Promotion Process for Corporals and Sergeants

(Rev. 9/24)

- A. The promotion process for Corporals and Sergeants will be based upon a 100-point rating system. The applicant must obtain 80 points or higher to be placed on the eligibility list. The rating system is made up of the following components:
 1. Written Test – 30 points possible

- a. This test will be established by the Chief of Police and will be directly related to the position for which the officer is being tested. It may consist of questions covering department policies and procedures, state and municipal code, etc., and may be comprised of multiple choices, true and false, fill in the blank, essay questions, etc.
- b. An applicant must obtain a score of 70% or higher, with 1 point being awarded for each percent above 70%.

2. Rating of Education, Peer Recommendations, and Experience – 40 points possible

- a. Education – A maximum of 10 points can be earned as follows:
 1. Bachelor's Degree or 128 hours - 10 points
 2. Associates Degree or 64 hours - 5 points
 3. Every 12.8 college credits without a Degree – 1 point
- b. Peer recommendations- 20 points
- c. Experience – A maximum of 10 points can be earned as follows:
 1. Every full year on the job with any law enforcement agency – 1 point

3. Oral Board – 30 points possible

- a. The members of the oral board will consist of Command Staff who will be responsible for interviewing all candidates and rating them accordingly.

(Rev. 9/24)

- B. Upon completion of the promotional process, the Chief of Police will select the applicant to promote from one of the top three scoring candidates.
- C. Remaining candidates who pass the promotion process will earn a ranked position on an eligibility list based on their overall scores.
 1. An applicant may remain on the eligibility list for a maximum of four years without having to go through the process again, unless he/she chooses to do so to improve the interview scores. The applicant's scores in the areas of Education and Training will automatically be improved if the employee provides proof of additional education and/or training.
 2. If at any point a vacancy occurs, a new process will open to new eligible applicants.

(Rev. 9/24)

Section 7: Direct/Lateral Hiring from Outside the Department

(Add. 6/20)

- A. On a case-by-case basis, and with approval by the City Administrator, the Chief of Police may choose to fill a vacancy with a qualified and interested individual from another agency without having to solicit additional applications through a hiring process.
- B. Depending on the position being filled, the process for that individual may consist of the following: application, written test, physical agility test, peer board interview, police personnel board interview, background investigation, polygraph examination, psychological examination, weapons

qualification, medical examination, drug screen, or any other pre-requisite deemed necessary by the Chief of Police.

1. Deviations from these standard procedures may be considered on a case-by-case basis, where the applicant has recently been through a similar process/qualification with the previous agency. Where applicable, copies of the results of that process/qualification will be obtained for our departmental file.
 - a. All sworn personnel must be approved by the Police Personnel Board for the Rolla Police Department.
- C. For positions that require special training or skills, a lateral hire will only be considered for someone who is deemed by the Chief of Police to have similar and adequate experience.
- D. Generally, an employee who has left the Department in good-standing may be re-hired and/or re-instated as follows:
 1. If the employee has been gone less than 6 months, he/she may be re-instated to the former rank, but given a lower seniority within that rank, unless deemed otherwise by the Chief of Police.
 2. If the employee has been gone less than 2 years, he/she may be re-hired at a lower rank and given the lowest seniority within that rank, unless deemed otherwise by the Chief of Police.
 3. If the employee has been gone 2 years or more, he/she may be required to go through a formal hiring process.
 4. Re-hires will require an updated background investigation and any other processes required by the Chief of Police.
 5. Deviations from these general guidelines will be considered by the Chief of Police on a case-by-case basis.

Section 8: Maintaining Documentation

(Add. 6/20)

- A. All documentation regarding hiring, promotions, and special assignments will be forwarded to the Administrative Assistant upon completion of each process for secure storage in the Administrative files.
- B. These files will be kept in accordance with the state-mandated guidelines for records retention.

Section 9: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy addition, deviation, or revision shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date September 17th, 2024	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	Special Order # 321	
Original Issue Date November 1, 1992			
Title Classification & Delineation of Duties		Classification II	No. of Pages 2

I. PURPOSE

It is important to provide job task analysis, classification, and matters that affect the delineation of duties and responsibilities to each employee. The purpose of this order is:

1. To serve as a basis for the determination of a position classification plan and compensation;
2. To provide a basis for establishing minimum qualification requirements for recruitment, examination, selection and appointment, and promotion;
3. To assist in the establishment of training curricula; and
4. To provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

II. POLICY

The Rolla Police Department hereby establishes the following classification and delineation of duties and responsibilities for all members of the Department. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Delineation of Duties and Responsibilities

- A. Descriptions of duties and responsibilities for each position within the agency must be approved by city council and are kept on file in the city administrator's office. This policy hereby adopts said job descriptions and provides copies of them as attachments herein.

Section 2: Pay Grade System

(Rev. 9/24)

The City of Rolla's designated pay grade system for employees within the Rolla Police Department is as follows:

Title	Pay Grade
Police Chief	P-11
Police Major	P-9
Police Captain	P-8
Communications Chief	T-8
Lieutenant	P-7
Police Staff Sergeant	P-7
Detective Staff Sergeant	P-7
Detective Sergeant	P-6
Police Sergeant	P-6
VIPS Coordinator	P-6

Police Corporal	P-5
Police Detective	P-5
Communications Ops. Asst.	G-5
Communications Supervisor	G-5
Police Officer	P-4
Telecommunicator	T-3
Executive Assistant	G-3
Records Supervisor	G-3
Animal Control Supervisor	G-2
Animal Control Officer	G-1
Police Cadet	P-1
Records Clerk	G-1
Secretary	G-1
Custodian	G-1
PT Parking Control Officer	PT-2

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> December 13, 2023	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	<i>Special Order #</i> 322	
<i>Original Issue Date</i> November 8, 1990			
<i>Title</i> Compensation, Benefits, & Conditions of Work		<i>Classification</i> II	<i>No. of Pages</i> 5

I. PURPOSE

The purpose of this policy is to establish a procedure for compensating all Department employees for work and services they provide to the Rolla Police Department.

II. POLICY

The Rolla Police Department establishes the following special order for the purpose of providing detailed guidelines for all personnel in the compensation, benefits and conditions of their work. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Compensation

- A. The Rolla Police Department's salary program is established by the City Administrator upon recommendation of the Position Classification and Job Evaluation Personnel Committee.
- B. Compensatory time shall be accumulated and returned to all commissioned officers within the 28-day, 171 hour work period or it shall be compensated with pay or comp time at the rate of 1-1/2 times the hourly rate.

(Rev. 6/20)

- 1. If an officer or a civilian is called in to work on a scheduled day off, or has to remain on duty to cover all or part of another shift, he/she shall automatically be compensated at 1-1/2 times the regular hourly rate.

(Rev. 11/01)

- C. Compensatory time shall be accumulated and returned to all civilian personnel within the 40-hour work week or it shall be compensated with pay or comp time at the rate of 1-1/2 times the hourly rate.

(Rev. 6/20)

Section 2: Hours of Work

(Complete Revision 6/20)

- A. In an effort to establish guidelines for employee work hours under normal and routine situations, the Rolla Police Department hereby adopts the following standards. Exceptions or variations to work hours will be considered on a case by case basis and approved by the Chief of Police or his Staff designee.

1. Command Staff

- a. Duty hours may vary; however, the normal work day shall consist of eight hours.

- 1. Deviations may be approved by the Chief of Police.

- b. The normal workweek shall consist of forty (40) hours.
 - c. All staff will be allowed an hour lunch break, if workload permits.
 - 1. If the workload is such that he/she is unable to take a lunch break, this is understood to be part of the nature of the job task.
2. Civilian Employees (not Telecommunicators or Animal Control)
- a. The normal work day shall consist of eight (8) hours.
 - b. The normal work days shall be Monday through Friday.
 - c. Each employee shall be allowed one (1) hour for lunch daily.
 - d. Each employee shall be allowed two (2) fifteen (15) minute breaks per day.
3. Telecommunicators (Rev. 12/23)
- a. The normal work day shall consist of twelve (12) hours.
 - b. The normal work days vary every other week. They work 48 hours one week and 36 the next week.
 - c. The shifts for telecommunicators shall be as follows:
 - 1. Shift 1 (Day): 0600 - 1800
 - 2. Shift 2 (Evening): 1800 - 0600
 - 3. Power Shift is generally 1100-2300 but is subject to change depending on staffing needs
 - 4. Those assigned to specialty positions may work an alternate schedule, as approved by the Communications Chief.
 - d. All telecommunicators will be allowed a thirty-minute lunch break and one (1) fifteen-minute break, if workload permits.
 - 1. If a telecommunicator's workload is such that he/she is unable to take a lunch break, this is understood to be part of the nature of the job task.
4. Police Officers
- a. The normal work day shall consist of twelve (12) hours. Under normal circumstances, an officer shall be scheduled 14 days on and 14 days off. When training or other assignments affect the 12-hour day, all efforts will be made by the shift supervisor to ensure the officer is scheduled enough hours to meet at least 165 for the 28-day period.
 - 1. Officers assigned to specialty fields may work an alternate schedule, as approved by the Division Commander and the Chief of Police.
 - b. Normal work days vary, but fall under a 28-day rule for overtime compensation purposes. At no time will an officer be required to work more than seven (7) consecutive days without a scheduled day off, unless it is agreed upon by that officer and a staff member.

- c. The shifts for road police officers shall be as follows:
 - 1. Shift 1 (Day): 0600 - 1800
 - 2. Shift 2 (Night): 1800 - 0600
- d. All police officers will be allowed a thirty-minute lunch break and one (1) fifteen-minute break, if workload permits.
 - 1. If an officer's workload is such that he/she is unable to take a lunch break, this is understood to be part of the nature of the job task.

5. Detectives

- a. Duty hours for detectives may vary; however, the normal work day shall consist of eight and a quarter (8 1/4) hours.
 - 1. Detectives may work an alternate schedule, as approved by the Division Commander and the Chief of Police.
- b. The normal work days shall consist of five (5) days per calendar week.
- c. All detectives will be allowed a thirty-minute lunch break and one (1) fifteen-minute break, if workload permits.
 - 1. If a detective's workload is such that he/she is unable to take a lunch break, this is understood to be part of the nature of the job task.

6. Animal Control Officers

- a. The normal duty day shall consist of eight (8) hours.
- b. The normal work days shall consist of five (5) days per calendar week.
- c. Each employee shall be allowed one (1) hour for lunch daily.
- d. Each employee shall be allowed two (2) fifteen (15) minute breaks per day.

Section 3: Benefits

- A. Each of the benefits provided to employees of the Rolla Police Department are described within the Personnel Rules and Regulations for the City of Rolla.
- B. The Rolla Police Department establishes the following guidelines for the purpose of detailing all personnel in scheduling of their vacations.
 - 1. Employees shall accrue vacation hours in accordance with the established rules set forth in the City Personnel Rules and Regulations.
 - 2. Employees are encouraged to take vacations in a block of forty (40) hours or more.

(Rev. 11/97)

3. A master vacation schedule calendar will be posted by the appropriate commander no later than December 1st of each year for the following year's employee vacation schedules. (Rev. 11/97)
4. As practiced in the past, the same methodology will apply, with the following exceptions:
 - a. Employees who wish to pre-schedule their vacation for the upcoming year will have from December 1st through December 20th of each year to submit their Vacation Request Slips.
 - b. Vacations will be scheduled based on the same principle of one person gone from the same section or division at the same time unless manpower strengths permit more. In any case, more than one person gone from the same section will require prior approval from the appropriate Division Commander. (Rev. 6/20)
 - c. If vacations are approved at this time, barring emergencies or operational needs of the Department, employees will be scheduled for their vacation for that time period. (For example; If an officer on December 1st of the year schedules a vacation request for 80-hours vacation starting August 1st of the following year; and if no one senior to this officer schedules a vacation request during this December period for the same time, he would be scheduled in at that time for his 80-hour vacation starting August 1st and would not be subject to being bumped regardless of seniority, barring emergencies or operational needs of the Department.)
 - d. All employees are encouraged to plan out their vacation schedule for each year and submit their request during the time period specified in December.
5. If employees do not schedule vacations during this period (December 1 thru December 20), they will still be required to submit a vacation request slip thirty (30) working days prior to the requested date, as in the past, and will not be able to bump anyone who has been previously approved, barring emergencies. (For example; if officer "A" did not know when he/she wanted vacation in August; assuming they had given 30-working days prior notice, they would be granted vacation only if that particular time had not been scheduled to someone else in the same division or section under the above method regardless of seniority.)
6. If any employee has taken vacation once during the year, and is desirous of another vacation during the same year, they will not have the ability to bump a previously scheduled vacation on someone who has not had a vacation during the year. (For example; Telecommunicator "A" took a vacation in February, and in August realized she/he wanted a vacation in October; Telecommunicator "B," who is junior to Telecommunicator "A," has not yet had a vacation during this year and puts in for vacation during the same October time as Telecommunicator "A" (assuming that request slips were turned in within 30-working days prior), Telecommunicator "B" would be granted the vacation over "A" due to the fact the Telecommunicator "A" has already had a vacation during the year.
7. If an employee puts in for vacation twice in one year on the master list used in December, he must indicate which vacation is his primary choice. If no one else is requesting vacation during the time in which his secondary choice is made, it will be approved barring emergencies and operational needs of the Department.
8. Exceptions to this policy for vacation would be made for an approved family emergency.

9. Employees who wish to take more than 80 hours at one given time may submit a request for vacation in excess of 80 consecutive hours and may be approved by the Chief of Police if operational necessities permit.

Section 4: Conditions of Work

- A. All sworn personnel may be subject to a periodic physical examination as directed by the Chief of Police.
 1. For those individuals over 42 years of age a Stress EKG is recommended and, in some cases, may be required by the Chief of Police.
- B. Physical examinations required by the agency are provided at no cost to the employee.
 1. This physical examination may be provided by a physician made available by the City of Rolla.
 - a. In the event an employee selects a personal physician, the fee shall be paid by the employee and the results of exam are subject to confirmation by the City of Rolla's appointed physician.
- C. All entry-level candidate physicals shall be administered by the physician appointed by the City of Rolla at no cost to the candidate.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 1:A:1&2 "Entry level police...3 percent."

Section 1:B:2 "Sick leave...171 hours."

Section 1:E "The Rolla Police...budget preparation."

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 323	
Original Issue Date October 5, 1992			
Title Awards and Recognition		Classification III	No. of Pages 4

I. PURPOSE

There should be a formal system for recognizing those deeds and achievements performed above and beyond the call of duty in the law enforcement profession.

II. POLICY

It is the policy of this Department to recognize individual and unit achievement for valor, meritorious service, educational achievement, and other areas in which the individual or the employees of a particular unit performed beyond what is normally expected. The following procedure outlines the guidelines that will be followed in this program. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Recommendation for Award

- A. A member of the Police Department may recommend any other member of the Department or a citizen for a commendation.
 1. If an employee is recommending another employee or a citizen for an award, a request shall be submitted on a memorandum to the supervisor.
 2. The supervisor will be responsible for completing a Recognition Request Form (Attachment A) with all supporting documentation and forwarding it to the appropriate Division Commander.
- B. The Recognition Request Form will be submitted to the Chief of Police along with all of the support documentation available at the time of the recommendation.
- C. This recommendation should normally be submitted within seventy-two (72) hours of the event. The Chief of Police may waive the seventy-two (72) hour limit on a case-by-case basis.
- D. Upon receipt of the recommendation, the Chief of Police shall determine if the recommendation is:
 1. deserving of a special award;
 2. deserving of a letter of commendation from the Chief of Police without granting the special award; or
 3. if the act does not warrant special attention.
- E. The decision of the Chief of Police is final. In the case an incident is approved for recognition, the approved Recognition Request Form will be forwarded to the Administrative Assistant for processing.

- F. Awards and commendations will only be authorized for those acts that are over and above what is normally expected.

Section 2: Specific Awards and Commendations

A. Medal of Honor

(Rev. 6/11)

May be awarded to a Police Department employee or other law enforcement officer who performs an outstanding act in the line of duty, at imminent personal hazard of life, with full knowledge of the risk involved, in service to our community.

B. Legion of Honor

May be awarded to a Police Department employee for permanent injury in the line of duty to include:

- Injury while making an arrest,
- Gunshot wound (not self-inflicted),
- Injury in traffic accident, or
- Hospitalization as a result of a work-related heart condition,

thereby preventing an employee from further serving an active role in his job for a minimum period of three months.

C. Combat Cross

May be awarded to an officer who engages in the exchange of gunfire while in the line of duty and shows no cowardice in the face of the danger presented.

D. Wounded in Combat

May be awarded to an employee wounded in the line of duty as a direct result of a weapons attempt on his/her life.

E. Gallantry Star

May be awarded to an officer for an act of distinguished bravery in the arrest of a person who is a major threat to the welfare of the community and/or the officer.

F. Grand Cordon

(Rev. 5/01)

May be awarded to an employee for distinguished participation in a cited action as a member of a unit within the Department.

G. Meritorious Service

May be awarded to an employee for a highly unusual accomplishment under adverse conditions with some degree of hazard to life and limb of the nominee, or where death or injury to a third party was prevented.

H. Chief's Achievement

May be awarded to a police chief for an act or achievement bringing public acclaim to the Department and the police profession through programs to further police efficiency or contribution to the welfare and advancement of the profession.

I. Life-Saving

May be awarded to an employee for an act performed in the line of duty which, with disregard for personal safety, or through prompt and alert action, resulted in saving a life.

J. Samaritan

May be awarded to an employee for a humanitarian act to those in need by attending to them at a time of crisis, accident, or danger; and providing them with understanding and confidence.

K. Queen's Honor

May be awarded for special understanding in sharing the problems of tour duty; a public salute and expression of the officer's "love and thanks" to the lady in his life.

L. Distinguished Volunteer Service

May be awarded to reserve officers, explorers, or other volunteer units for voluntary assistance and additional safety measures that improved services for the community.

M. Exceptional Duty

May be awarded to an employee who performs an extremely laudable or extraordinary act, either to duty or through service to the public.

N. Honorable Service

May be awarded to an employee for a creditable act in the line of duty, unusual in nature, showing initiative and accomplishment, which meets some - but not all - of the requirements for other medals.

O. Civilian Service

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

P. Educational Achievement

May be awarded to an employee who has attained special recognition, beyond what is normally expected, in the field of education.

Q. Letter of Recognition

May be awarded by the Chief of Police to an employee who performs a particularly noteworthy act or service based upon determination and/or intelligence.

R. Certificate of Appreciation

(Add. 6/20)

May be awarded by the Chief of Police to any employee, citizen, or entity for any reason deemed appropriate by the Chief of Police.

Section 3: Wearing the Citation Bars

- A. One (1) citation bar at a time may be worn during regular uniform duty.
- B. On a daily basis, the officers and uniformed personnel of this Department are encouraged to wear one (1) citation bar of their choice from those awarded to them, to be displayed as outlined in Special Order #600.

(Rev. 6/20)

Section 4: Ceremonies

- A. National Police Week

(Rev. 6/20)

National Police Week is in recognition of those officers who have died in the line of duty. During this week, all officers assigned to uniform duty will wear a black stripe of elastic or tape horizontally across the badge. The fifteenth of May of each year shall be recognized as Law Enforcement Memorial Day. The flag at police headquarters shall be flown at half staff from 0001 to 2400 hours.

- B. Police Funerals

(Rev. 4/10)

Officers attending a police funeral shall wear the winter uniform. Officers shall wear a mourning cover displayed across their uniform breast badge. The mourning cover shall be a black stripe worn horizontally across the badge.

- C. Line of Duty Death

(Add. 6/20)

The Chief may direct officers to display the mourning band on a case-by-case basis.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 3:C "The citation bar...centered below."

<i>Effective Date</i> December 10, 2025	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 324	
<i>Original Issue Date</i> August 15, 1990 <i>Rescinded</i> September 2, 1994 <i>Re-Issued</i> October 15, 1996			
<i>Title</i> Health & Fitness Standards			
		<i>Classification</i> II	<i>No. of Pages</i> 7

I. PURPOSE

It is the policy of the Rolla Police Department (RPD) that all officers should be dedicated to physical fitness and wellness for their overall health, the good of the department, and the community. Research gathered by the Texas Department of Public Safety identified the following:

National statistics consistently indicate several troubling trends:

- * Heart disease is the leading cause of death in the United States.
- * Protective Services (police officers, firefighters, and correctional officers) ranks third nationally in obesity rates behind only truck drivers and transportation/material movers.

More law enforcement specific research indicates the following:

- * Law enforcement officers live an average of 22 years less than the average American.
- * Nearly 50% of law enforcement officers will die from heart disease within five years of retirement.
- * Statistically, law enforcement officers are 25 times more likely to die from cardiovascular disease {CVD} than from the violent action of a suspect.
- * The average age of a heart attack patient: 49 years for LEOs - 65 years for civilians;
- * Heart attacks under 45 years of age: 45% for LEOs - 7% for civilians.
- * Average life expectancy: 57 years for LEOs - 79 years for civilians; and
- * If a law enforcement officer lives to the age of 59, they have a 56% of dying from a heart attack. The same age civilian has only a 1.5% chance.

II. POLICY

The purpose of this order is to provide a uniform guideline for a continuing process of physical fitness testing for sworn personnel including both full time employees and reserve police officers, as well as applicants for the position of police officer or police cadet.

III. PROCEDURE

Section 1: Definitions

- A. Certified Fitness Instructor: A commissioned police department employee who has successfully completed a recognized physical fitness trainer course, or the Concept 2 Rower Test Training Course, and must possess a valid Cardiopulmonary resuscitation (CPR) and Automated External Defibrillator (AED) certification.

Section 2: Testing Periods

A. Testing Dates

1. Spring Testing: February 1 – March 31
2. Fall Testing: August 1 – September 30

- B. Each officer must attempt their first test in the first month of the window (February or August) and any remaining attempts in the second month (March or September). A maximum of three attempts per testing period is allowed.

Section 3: Participation

- A. All sworn personnel, full-time and reserve officers are required to test during the spring and fall testing dates.
- B. Applicants applying for a sworn position are required to pass a fitness test in order to continue in the hiring process.

Section 4: Pre-Testing General Health Screening

- A. All employees are required to have a preventative general health screening conducted by a physician. The date of the screening must be within one year of the Fitness test date. A preventative general screening form, authorizing the employee's participation, must be signed by the employee's physician and maintained by the employee.
1. A department certified fitness instructor must view the health screening form to verify a physician has approved the employee can participate in the fitness testing. Certified fitness instructors should not take possession of the form; however, it must be on file with the Chief's Office in the personnel file.
 2. If the employee's physician does not recommend participation in the fitness test, the employee will not be allowed to test during the testing period. If an employee is unable to test, they are considered to be out of compliance with the physical fitness policy unless they have obtained a medical waiver.
 3. If the medical screening form completed by a physician does not authorize participation in the fitness test, the employee will be required by the Chief of Police to have a physician complete a fitness for duty evaluation to determine if there are limitations that prevent the performance of the employee's duties.

Section 5: Physical Fitness Testing

- A. All sworn officers must meet a minimum of 50% score for their age, weight, and gender for the 2000 meter row on the Concept 2 machine, with a damper setting of "5".
1. Employees will be allowed three attempts per testing period to pass the PFT. All attempts must be completed within the testing period.

2. All PFT or organized fitness training events must have an active AED and certified AED/CPR operator, or department approved equivalent present.
3. A certified fitness instructor conducting the PFT will be required to document the results of the test on a PFT form. The fitness instructor will provide a copy of the completed form to the employee and the employee's immediate supervisor for routing through the chain of command.

Section 6: Waivers

- A. All waivers will be sent to the Assistant Chief of Police through the employees' chain of command and must be requested 30 days prior to the beginning of the testing period.
 1. Medical Waivers- An employee must report to the employee's immediate supervisor any medical condition that could affect the employee's ability to perform all assigned tasks and responsibilities, including participating in the PFT. All medical waiver requests must be accompanied by a letter from a physician describing the physical condition that prohibits participating in the PFT. Letters from physicians for temporary or extended waivers must be issued before the testing period begins and must be accompanied by a memorandum from the employee detailing the physical condition that prevents participation in the PFT. The employees commanding officer or Assistant Chief of Police may request additional information from the employee or their attending physician if needed to assist with determining whether to approve the request. The Chief of Police will have the final authority to grant medical waivers.
 2. Employees unable to perform the PFT may apply for one of the following waivers:
 - a. Temporary Waiver- An employee with a temporary physical condition that prohibits them from participating in the PFT may request a temporary waiver. A temporary waiver is granted per testing period. A temporary waiver related to pregnancy may be granted for more than one testing period.
 - b. Extended Waiver- An employee with a physical condition lasting for more than six months that prohibits them from participating in the PFT may request an extended waiver. An extended waiver may be granted for a period determined by the Chief of Police.
 3. Employees who are unable to participate in the PFT due to physical condition will be required to have their physician complete a fitness for duty examination to determine if there are physical limitations that prevent the performance of the employee's duties. Once released, the employee must provide a new release form from the physician approving their participation in the PFT.
 4. Military Waiver- An employee who is absent during an entire testing period due to military duty may apply for a waiver for the testing period. The employee, or supervisor of the employee in their absence, should submit the required waiver request and a memorandum explaining the circumstances.
 5. Submission of Waivers- All waiver requests forms will be submitted through the chain of command to the Assistant Chief of Police. The forms will be routed to the office of the Chief of Police for review and filing.
 6. An employee who has been granted a waiver is considered to be compliant with the fitness policy.

7. Post-Waiver Testing- After an employee has been released from any restrictions listed on the medical evaluation that prevented them from participating in the PFT, the employee shall have up to 60 days to prepare for and train for the PFT. An employee may be granted additional time to prepare for testing with approval of their commanding officer and the Assistant Chief of Police.

Section 7: Non-Compliance with PFT requirements

- A. Full-time Commissioned officers who have not passed the PFT, received a waiver, or otherwise attained compliance with this policy will not be eligible to participate in any of the following until they attain compliance:
 1. The promotional process; and
 2. Take home car program
- B. Reserve Commissioned officers who have not passed the PFT, received a waiver or otherwise attained compliance with this policy will:
 1. Be removed from the reserve officer program, with potential for reinstatement upon successful completion of the PFT in the next cycle.
- C. Full-time Commissioned officers who have not passed the PFT two testing cycles in a row and without a waiver, will:
 1. Be removed from specialty assignments and/or reassignment to other duties.

Determinations to reassign employees will be made by the Chief of Police. Consideration will be given to progress toward compliance and performance throughout the period of a Fitness Improvement Plan.

Section 8: Fitness Education & Improvement

- A. Commissioned officers unsuccessful in passing the PFT during a testing period are required to work with a certified fitness instructor to educate the employee in improvement. The employee must document what steps they will be taking to improve. The documentation will be forwarded through the chain of command to add to the original testing results.
- B. Commissioned officers failing their second consecutive test during a testing period will be required to meet with a certified fitness instructor to complete a Fitness Improvement Plan. The Fitness Performance Plan will ensure the appropriate goals, progress assessments, and time frame for improvement are adapted to aid in meeting the employees' deficiencies. The employee's immediate supervisor shall be provided with a copy of the fitness plan as well. The plan will be forwarded through the chain of command to be added to the employees' other testing results.
- C. If a commissioned employee unsuccessfully completes their third consecutive test during a testing period, the certified fitness instructor will submit the final results and a summary of actions the employee will take to meet the minimum acceptable PFT levels during the next testing cycle.

Section 9: Awards and Exemptions

A. The objective of the awards and exemption program is to support and encourage all employees the maintenance of good health and fitness.

1. Awards will be issued in the following format:

50% and above:	Fitness T-Shirt
60% and above:	Fitness T-Shirt and Shorts
70%-79.9%:	Four (4) hours of PT leave
80%-84%:	Eight (8) hours of PT leave
85%-89%:	Twelve (12) hours of PT leave
90%-94%:	Sixteen (16) hours of PT leave, name on fitness plaque & fitness pin
95% or higher:	Twenty (20) hours of PT leave

2. The maximum number of PT leave earned cannot be in excess of 20 hours per calendar year.

3. Exemptions:

- a. If a commissioned employee scores 80% or above on the fitness test, they are exempt from the subsequent test the following spring or fall respectively.
- b. Employees eligible for the exemption must notify their chain of command in advance of the testing period and documentation must be filed indicating their request for exemption.

B. Fitness Award & Pin

1. Once awarded, the fitness pin may be worn on the uniform in accordance with the uniform policy. The fitness pin award may be worn only if the officer continues to achieve 90% or more in each testing period. For clarification, they cannot participate in the exemption program and continue to wear the pin.
2. The department may publicize the names of employees awarded the fitness award/pin.

C. Pre-employment Physical Fitness Test

Applicants for the position of full-time or reserve officer will be subject to the PFT. Those applicants that cannot pass the PFT will not be allowed to continue in the process. The Chief of Police may allow retakes for a candidate so long as the time frame does not prohibit another qualified applicant to proceed. Applicants should be encouraged to put forth their best efforts and be reminded that the application and selection process is competitive. The same testing standards apply to applicants as current commissioned officers.

D. Physical Fitness Testing Protocols

1. Only a Certified Fitness Instructor will conduct fitness testing and must have an AED present during any testing.

- a. Employees taking the fitness test must provide a general health screening form dated within 12 months from the test date. The same form can be used for both the spring and fall testing periods.
 - b. Certified Fitness Instructors will document the results of each test conducted on a Physical Fitness Evaluation Form.
- E. All forms will be forwarded to the Assistant Chief of Police after completion.
- F. Fitness testing will be done on the Concept 2 Rower in the following format:
1. 2000-meter row
 2. The damper on the rower will be set at 5 for both rowing tests.
 3. The test will be performed using the 2000m test screen as outlined by the Texas Department of Public Safety “Concept 2 Rower Instructor Training Manual” and can be located at:
<https://www.dps.texas.gov/apps/tod/fitnesswellness/concept2RowerCalc.htm>
 4. The test will cease when the employee reaches 2000 meters, or if they stop rowing at any time.
 5. Prior to starting the test, the certified tester must weigh the employee and record the employee’s weight, gender and age on the Physical Fitness Evaluation Form. If the employee removes his or her shoes prior to stepping on the scale, then the tester will record the weight as it appears on the scale. If the employee steps on the scale with his or her shoes still on, then the certified tester will deduct 2 lbs. from the displayed weight and record this value on the form.
 6. Once the employee’s weight, gender and age has been recorded, the certified tester must then view a valid medical screening from the employee to ensure that he or she has been medically cleared to participate in fitness testing. After recording the date of the employee’s medical form, the certified tester shall return the medical form to the employee. Certified testers should not retain medical forms; however, a copy shall be retained in the employee’s personnel file. A medical screening form must be on file, dated within 12 months from the date of the fitness attempt, and approved for participating by the employee’s physician.
 7. The fitness instructor will score the test based on the calculator from the Texas Department of Public Safety based on the required percentage (50% for passing).
 8. A Certified Fitness Instructor cannot test himself or herself for purposes of meeting the required testing.

Section 10: Incentives

- A. Physical Training Compensatory Time (PT Comp):
1. All officers completing the PT test may participate in the PT Comp program, regardless of their scores on the PT test.
 - a. Participation in the PT Comp program means accumulating PT time as well as being compensated for accumulated PT time.

2. A maximum of one (1) hour PT Comp Time per day and a total of two (2) hours PT comp time per week are permitted.
3. An officer may keep a balance of no more than 24 hours PT Comp Time.
4. Any PT Comp Time up to the 24 hour maximum may be compensated by time off.
 - a. PT Comp Time may be taken off in half (1/2) hour increments.
6. Any PT Time accumulated beyond the 24-hour maximum may be submitted for payment on the following payroll.
7. Officers will coordinate the taking of PT Comp Time as well as the payment for PT Comp Time with their immediate supervisor.

Section 11: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> February 26, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 325	
<i>Original Issue Date</i> December 16, 1992			
<i>Title</i> Contractual Law Enforcement Services and Secondary Employment		<i>Classification</i> II	<i>No. of Pages</i> 6

I. PURPOSE

The purpose of this policy is to set forth guidelines to govern off-duty or secondary employment by members of this Department.

II. POLICY

The policy of this Department is to provide guidelines to police employees to inform them of the types of secondary employment which are appropriate; and to establish procedures to maintain accountability for the welfare of the Department. These requirements are essential for the efficient operation of the Police Department and for the protection of the community. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Employment: The provision of a service whether in exchange for a fee or other service. Employment does not include volunteer charity work.
- B. Extra-Duty Employment: Any employment that is conditioned on the actual or potential use of law enforcement powers by the police officer employee.
- C. Regular Off-Duty Employment: Any employment that will not require the use or potential use of law enforcement powers by the off-duty employee.
- D. Contractual Law Enforcement Services: Any paid law enforcement services provided by the Rolla Police Department to an outside agency or organization on a temporary basis under a signed agreement.

(ADD. 2/21)

Section 2: Procedures

There are two types of off-duty employment in which an employee may engage.

- A. Regular Off-Duty Employment: Employees may engage in off-duty employment that meets the following criteria:
 - 1. Employment of a non-police nature in which vested police powers are not a condition of employment; the work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.
 - 2. Employment that presents no potential conflict of interest between their duties as a police officer and their duties for their secondary employer. Some examples of employment representing a conflict of interest are:

- a. A process server, reposessor, or bill collector, towing of vehicles, or any other employment in which police authority might tend to be used to collect money or merchandise for private purposes.
 - b. Investigations of personnel for the private sector or any employment that might require the police officer to have access to police information, files, records, or services as a condition of employment.
 - c. Performance of tasks other than that of a police nature while in police uniform.
 - d. Assists in any manner with case preparation for the defense in any criminal or civil action or proceeding.
 - e. Assists to a business or labor group that is on strike.
 - f. Occupations that are regulated by or that must be licensed through the Police Department or its civilian board.
3. Employment that constitutes a threat to the status or dignity of the police as a professional occupation. Examples of employment presenting a threat to the status or dignity of the police profession are:
- a. Establishments which sell pornographic books, magazines, sexual devices, or videos or that otherwise provide entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture or transport of alcoholic beverages as the principal business.
 - c. Any gambling establishment not exempted by law.
- B. Extra-Duty Employment/Contractual Law Enforcement Services: Police officers may engage in extra-duty or contractual law enforcement employment as follows:
- 1. Where a government, profit-making or not-for-profit entity has a contract agreement with the Police Department for police officers in uniform.
 - 2. Types of extra-duty services which may be considered for contracting are:
 - a. Traffic control and pedestrian safety.
 - b. Crowd control.
 - c. Security and protection of life and property.
 - d. Routine law enforcement for public authorities.
 - e. Plainclothes assignments.
 - 3. Every extra-duty employment request shall be directed to the staff designee in charge of uniformed officers, who will be solely responsible for arranging and delegating the extra-duty assignments.

- a. Every employment request must be pre-approved by the Chief of Police prior to scheduling.
(Add. 10/01)

C. Limitations on regular off-duty employment and extra-duty employment are as follows:

1. In order to be eligible for off-duty employment, an employee must be in good standing with the Department. Continued departmental approval of a police employee's off-duty employment is contingent on such good standing.
2. Those employees who are not on medical or other leave due to sickness, temporary disability or an on-duty injury shall be eligible to engage in regular off-duty employment, and those employees who have been formally released from the field training program shall be eligible to engage in extra-duty employment.

(Rev. 5/08)

3. Prior to obtaining off-duty employment, an employee shall comply with departmental procedures for granting approval of such employment or registration for extra-duty employment.
4. Any police employee may work a maximum of 24 hours of off-duty-regular or extra-duty employment, as long as the total combined regular duty and additional duty hours do not exceed 16 hours/day or 64 hours/calendar week.

(Rev. 6/20)

5. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the police employee's performance of duty.
6. A police officer or telecommunicator engaged in any off-duty employment is subject to call-out in case of emergency, and may be expected to leave his off-duty or extra-duty employment in such situations.

(Rev 4/98)

7. Permission for a police employee to engage in outside employment may be revoked where it is determined pursuant to departmental procedure that such outside employment is not in the best interest of the Department.

Section 3: Administration

- A. Prior to commencing to any off-duty employment, employees must submit a written request to the Chief of Police through the chain of command. The form found at the end of this instruction shall be used for that purpose. The request shall be filed in the employee's personnel file.
 1. The Chief of Police may revoke permission for any off-duty employment if the officer fails to perform adequately on duty or receives disciplinary action.
- B. Jobs which involve a conflict of interest or would bring discredit on the Department or City, shall be disapproved, e.g., jobs at the following: establishments where alcoholic beverages are sold for consumption on the premises; employment by any firm connected with the towing or storage of vehicles where such firm is contracted by the City for such services as a "bounty hunter"; employment by any individual, business, or agency that would violate or tend to violate the provisions of policies relating to associating with known criminals; work in any capacity that may require as criteria for

employment access to police information, files or records and require furnishing those records as a condition for employment; employment that would in any way discredit City employment, detract from his or her duties, or take preference over on-duty needs or overtime required by City employment; employment that would tend to subject a department employee to outside interests which might conflict with their official duties by diluting their energies or involving them in situations where they might be motivated to neglect or subvert their official duties or functions; or such services as a bill collector, private investigator, process server or other type jobs.

(Rev. 10/04)

- C. Arrest within the limits of the City may be made without warrant while engaged in off-duty employment but shall be in accordance with RSMO 544.216; i.e., officers may arrest on view and without warrant any person he sees violating, or who he has reasonable grounds (probable cause) to believe has violated, any law of this state (including a misdemeanor) or any ordinance over which such officer has jurisdiction.
- D. All employees are reminded that monies earned while engaged in off-duty employment are reportable as earned income when filing your annual income tax returns.

Section 4: Required Information

- A. All assignments for off-duty employment shall fulfill the requirements of this order, before approval of application. The following information must be provided on the Application for Off-Duty Employment (Attachment 1):
 - 1. Precise nature of the work to be performed.
 - 2. Hours or schedule of the work to be performed.
 - 3. Equipment the employee must maintain.
- B. All positions that require security related off-duty employment shall be filled only after specific approval of the application from the Chief of Police. The following information must be provided on the Extra Duty Employment form:

(Rev. 4/06)

- 1. Precise nature of the work to be performed.
 - 2. Hours or schedule of work to be performed.
- C. All positions that require non-police related off-duty employment may be approved by the Chief of Police upon submission of a request that includes the following information:
 - 1. Precise nature of the work to be performed.
 - 2. The number of hours or schedule of work to be performed.

Section 5: Contractual Law Enforcement Services

(ADD. 2/21)

- A. It shall be the policy of the Rolla Police Department to provide paid law enforcement services to organizations requesting our services. Law enforcement services will be provided on a contractual basis based upon the specific services requested, the length of time needed, and the number of personnel required. The details of the services requested will be outlined in a written and signed

agreement between the Chief of Police or his staff designee and the agency head of the organization requesting our services.

B. Each contractual agreement will contain the following information in order to fulfill the criteria of this policy:

1. The names, addresses of the organizations involved.
2. A description of the law enforcement services being provided.
3. A description of the financial agreements between the organizations.
4. A description of any and all equipment required for use in providing services.
5. A description of the number of personnel required to provide the services
6. A description of the length of the contract, including any and all modifications and renewal periods.
7. Signatures of the parties representing each organization involved.

All of the above information is described in the Application for Contractual Law Enforcement Services contained in Attachment B for this policy.

Section 6: Maintenance and Review of Records

(ADD. 2/21)

- A. It shall be the policy of the Rolla Police Department to maintain copies of all contractual agreements for law enforcement services for a period of three years after the expiration date of each contract.
- B. All reoccurring contractual agreements for law enforcement services will be reviewed on an annual basis, and any modifications to the agreements will be documented, and acknowledged by the mayor of the city of Rolla and the agency head of the organization requesting our services.
- C. If the Rolla Police Department requires paid services from another outside organization, the same criteria as set forth in section 1 of this special order will apply.

Section 7: Department/City Liability

- A. The Department/City shall not be responsible for medical expenses incurred from injuries sustained while an employee is working in any off-duty employment except when taking police-related actions.
- B. Officers are reminded that their off-duty performances must follow the same standards required for on-duty performance. Any off-duty police action must meet the requirements of this manual.

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deleted from Previous Policy:
None

<i>Effective Date</i> April 22, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 326	
<i>Original Issue Date</i> October 5, 1992			
<i>Title</i> Disciplinary Procedures		<i>Classification</i> II	<i>No. of Pages</i> 11

I. PURPOSE

Effective discipline is a positive process when its perceived purpose is to train or develop by instruction. Among the programs having an impact on discipline in a law enforcement agency are selected training, direction, supervision, and accountability. These elements are interdependent, and any personal weakness is damaging to effective discipline. The purpose of this special order is to establish clear and effective methods for the administration of discipline when appropriate or after internal investigations have been completed and evaluated concerning all employees.

II. POLICY

Administration of discipline is the responsibility of the Chief of Police, though the Chief may delegate some of the disciplinary tasks to supervisors throughout the organization. The fact remains that the ultimate responsibility of effective discipline lies with the Chief of Police. It is the policy of the Rolla Police Department to administer discipline to employee/members in a fair and equitable manner. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Discipline Philosophy

Tensions and hostility are a part of policing. Police officers must, as part of their job, issue orders to people, catch them in violation of laws, deprive them of their freedom, and bring charges that may lead to the imposition of severe punishment. Contacts between officers and citizens are often initiated under conditions that are emotionally charged, such as immediately after a fight or other disturbance, or following the commission of a crime. Even the person getting a traffic ticket frequently becomes indignant. However scrupulous the police may be in carrying out their responsibilities, they are bound to incur the wrath of some of those against whom they must proceed. This hostility manifests itself in various forms -- sometimes immediately, by verbal abuse or physical resistance to the police; sometimes later by alleging that the officer's actions were improper or illegal. Under such circumstances an officer must be able to count on support for actions taken in the line of duty. ...the police officer expects and indeed needs some insulation from the community being served. But insulation can serve as a shield for the officer who is not so scrupulous -- who in fact acts improperly.

--Herman Goldstein
Policing a Free Society - 1977

The adversarial nature of policing is one of the key factors noted by Herman Goldstein that complicates the control and review of police actions and behavior. The public grants the police considerable authority to act on its behalf in the effort to create an environment as free of crime, the fear of crime, drug abuse, violence, and disorder as possible. Although in almost all encounters with the public, police officers and non-sworn employees use this authority appropriately, there are times when citizens have legitimate questions about how this authority has been used. Unfortunately there are also times when that authority has been abused. Therefore, it is critical that a system of discipline be established that contributes to minimizing abuse of authority and promotes the department's reputation for professionalism.

The most effective disciplinary system is one that combines the reinforcement of the right set of values in all employees with behavioral standards that are established in clear policies, procedures and rules that are consistently and fairly applied. Each employee of the Rolla Police Department must understand and be guided by the standards that have been established in the department (and city) General Orders, rules, regulations and procedures.

Employees of the Rolla Police Department are expected to conduct themselves, both in interactions with each other and with the public, in a manner that conveys respect, honesty, integrity, and dedication to public service. In turn, employees of the department can expect to be treated fairly, honestly and respectfully by their peers and other employees of the department who hold positions of greater or lesser organizational authority.

It is recognized and understood that employees of the department will make judgmental errors from time to time in carrying out their responsibilities. While each error in judgment offers an opportunity for the department and the individual to learn, it is also realized some errors will have greater consequences than others for the public, the department, and the employee. The department has an obligation to make its expectations as clear as possible to employees. The department has an equal obligation to make the consequences for failing to meet those expectations clear as well. While both of these obligations are difficult to meet, the latter is obviously more complex. There are often circumstances that may have contributed to errors of judgment or poor decisions that need to be considered when determining the appropriate consequences for behavior found improper. (Rev. 6/20)

In trying to define fair and consistent treatment in disciplinary matters in the abstract, employees often say they would like the department to give them a list of the prohibited behaviors along with the consequences for engaging in those behaviors. Experience tells us though, when employees are directly involved in the disciplinary process -- either as the subject of the process or in a review capacity to recommend or decide on the consequences -- most will want to consider the consequences in light of the circumstances that might have contributed to the violation. This, of course, is a critical aspect of the application of discipline in a consistent and fair manner. For some employees consistency is seen as the same treatment for the same behavior in every case, and; it is thought if this is done, the consequences will be fair to everyone. For the Rolla Police Department consistency is defined as holding everyone equally accountable for unacceptable behavior and fairness is understanding the circumstances that contributed to the behavior while applying the consequences in a way that reflects this understanding. In order to ensure that employees are treated in a consistent and fair manner, the application of consequences for behaviors that are not in keeping with the expectations of the department will be based upon a balanced consideration of several factors.

A number of factors that are considered in the application of discipline are identified and discussed below. All of the factors may not be considered in every case because some will not apply to the particular set of circumstances. Also, there may be a tendency to isolate one factor and give it greater importance than another. These factors should generally be thought of as being interactive and having equal weight, unless there are particular circumstances associated with an incident that would give a factor greater or lesser weight. The factors which will be considered in disciplinary matters include:

Employee Motivation. The police department exists to serve the public. One factor in examining an employee's conduct will be whether or not the employee was operating in the public interest. An employee who violates a policy in an effort to accomplish a legitimate police purpose that demonstrates an understanding of the broader public interest inherent in the situation will be given more positive consideration in the determination of consequences than one who was motivated by personal interest. Obviously there will be difficulty from time to time in determining what is in the public interest. For example, would it be acceptable for an employee to knowingly violate an individual's First Amendment right to the freedom of speech to rid the public of what some might call a nuisance? Or is it acceptable as

being in the public interest to knowingly violate a Fourth Amendment right against an unlawful search to arrest a dangerous criminal? Although it would clearly not be acceptable in either case for an employee to knowingly violate a Constitutional right, these are very complex issues that officers are asked to address. The police have a sworn duty to uphold the Constitution. It is in the greater public interest to protect those Constitutional guarantees in carrying out that responsibility even though it might be argued the public interest was being better served in the individual case. But if an employee attempts to devise an innovative, nontraditional solution for a persistent crime or service problem and unintentionally runs afoul of minor procedures; the desire to encourage creativity in our efforts at producing public safety will carry significant weight in dealing with any discipline that might result.

The Degree of Harm. The degree of harm an error causes is also an important aspect in deciding the consequences of an employee's behavior. Harm can be measured in a variety of ways. It can be measured in terms of the monetary cost to the department and community. An error that causes significant damage to a vehicle, for example, could be examined in light of the repair costs. Harm can also be measured in terms of the personal injury the error causes such as the consequences of an unnecessary use of force. Another way in which harm can be measured is the impact of the error on public confidence. An employee who engages in criminal behavior -- selling drugs, for example -- could affect the public confidence in the police if the consequences do not send a clear, unmistakable message that this behavior will not be tolerated.

Employee Experience. The experience of the employee will be taken into consideration as well. A relatively new employee (or a more experienced employee in an unfamiliar assignment) will be given greater consideration when judgmental errors are made. In the same vein, employees who make judgmental errors that would not be expected of one who has a significant amount of experience may expect to receive more serious sanctions.

Intentional/Unintentional Errors. Employees will make errors that could be classified as intentional and unintentional. An unintentional error is an action or decision that turns out to be wrong, but at the time action was taken, seemed to be in compliance with policy and the most appropriate course based on the information available. A supervisor, for example, might give permission for a vehicle pursuit to continue on the basis the vehicle and occupants met the general description of one involved in an armed robbery. The pursuit ends in a serious accident and it is learned the driver was fleeing because his driver's license was expired. Under these circumstances, the supervisor's decision would be supported because it was within the policy at the time it was made. Unintentional errors also include those momentary lapses of judgment or acts of carelessness that result in minimal harm (backing a police cruiser into a pole for example, failing to turn in a report, etc). Employees will be held accountable for these errors but the consequences will be more corrective than punitive unless the same or similar errors persist.

An Intentional error is an action or a decision that an employee makes that is known (or should have been known) to be in conflict with law, policy, procedures or rules at the time it is taken. Generally, intentional errors will be treated more seriously and carry greater consequences. Within the framework of intentional errors there are certain behaviors that are entirely inconsistent with the responsibilities of police employees. These include lying, theft, or physical abuse of citizens and other equally serious breaches of the trust placed in members of the policing profession. The nature of the police responsibility requires that police officers be truthful. It is recognized, however, that it is sometimes difficult to determine if one is being untruthful. The department will terminate an employee's employment when it is clear the employee is intentionally engaging in an effort to be untruthful. Every effort will also be made to separate individuals from the department found to have engaged in theft or serious physical abuse of citizens.

Employee Past Record. To the extent allowed by law, policy and contractual obligations an employee's past record will be taken into consideration in determining the consequences of a failure to meet the department's expectations. An employee that continually makes errors can expect the consequences of

this behavior to become progressively more punitive. An employee that has a record of few or no errors can expect less stringent consequences. Also, an employee whose past reflects hard work and dedication to the community and department will be given every consideration in the determination of any disciplinary action.

Following the careful consideration of all applicable factors in any disciplinary review, every effort will be made to determine consequences that fit each specific incident in a consistent and fair manner. The rationale for disciplinary decisions will be explained as clearly as possible.

The Rolla Police Department has a well-established tradition of serving the community with integrity and in a professional manner. It is among the finest police organizations in this nation. To maintain that tradition and continue improving the quality of service the department provides to the community, each and every employee must accept the responsibility for their role in maintaining integrity, quality and high professional standards.

Section 2: Definitions

A. Discipline

1. Training to effect employee performance in accordance with rules, instruction, and exercise designed to train proper conduct or action. The term "discipline" should only be used in the positive sense in this procedure. It is a characteristic that should embody a willingness to conform.

B. Internal Actions

1. The direct and immediate disciplinary action taken by a supervisor or command officer involving a violation of departmental regulation by a Department member or employee and not usually involving persons outside the Department.

Section 3: Responsibility for Department Discipline

A. General Responsibility

1. All members/employees of the Rolla Police Department should consider themselves charged with the responsibility for their personal conduct and appearance (self-discipline) as well as that of their fellow officers, in accordance with departmental standards.

B. Supervisory Responsibility

1. Supervisory and command officers shall observe for any violations of departmental procedures and initiate appropriate disciplinary action when needed.

C. Internal Action by Supervisory or Command Officers

1. Internal action provides for immediate action by a supervisory and command officer against members/employees of the Department who fail to conform to certain departmental standards of conduct and appearance. Supervisory or command officers may apply corrective discipline by employee counseling, verbal and written reprimands and/or emergency relief from duty.

2. When a violation is observed and does not involve complaints outside the Department, supervisory or command officers should take steps to correct the problem(s). Such cases are the responsibility of all supervisor(s) to resolve.
 - a. Violations under this order do not necessarily result in a formal "notice of allegations" being served upon the involved employee.
 - b. "Notice" is implied when a supervisor/ commander requests an employee to respond to a given incident in writing.
3. These violations include but are not limited to:
 - a. Tardiness in reporting for duty.
 - b. Failure to be clean and neat in appearance.
 - c. Failure to wear entire and proper uniform.
 - d. Failure to wear uniform cap when required.
 - e. Failure to carry and maintain equipment in good condition.
 - f. Failure to report back in service immediately on completion of assignment.
 - g. Taking excessive time for lunch or for personal reasons.
 - h. Failure while on duty to give proper attention to assignment.
 - i. Lounging on post.
 - j. Leaving post without authorization.
 - k. Unnecessary visiting.
 - l. Parking in locations in such a manner as to serve no useful purpose in preventing crime.
 - m. Failure to perform assigned tasks.
 - n. Misuse of Department equipment and supplies.
 - o. Reporting unfit for duty.
 - p. Failure to provide prompt, courteous and correct service.
 - q. Failure to follow a direct order from a supervisor
 - r. Feigning illness or injury.
 - s. Lying to a superior officer when asked a direct question

(Add. 10/03)

D. Action which may be effected under the provisions of this procedure is limited to the following:

1. Sergeants/Corporals/Communications Supervisor (Supervisors) (Rev. 7/99)
 - a. Documented employee counseling
 - b. Verbal reprimand
 - c. Written reprimand (with approval of Command Officer)

(Add. 7/99)

 - d. Emergency relief from duty with pay for a period of the remaining shift if the supervisor believes the officer is unfit for duty
2. Command Officer
 - a. Documented employee counseling
 - b. Verbal reprimand
 - c. Written reprimand
 - d. Emergency relief from duty with pay for a period of the remaining shift if the supervisor believes the officer is unfit for duty

- E. Discretion and proper judgment will be exercised in the application of this policy.
- F. When a supervisor or commander imposes an emergency suspension, the supervisor's immediate supervisor will be notified immediately. The commander will then notify the Chief of Police.
(Rev. 6/20)
- G. A member/employee who receives disciplinary action under this policy has the right to appeal it in accordance with the City of Rolla Personnel Rules and Regulations.
- H. When a member/employee is relieved from duty under this policy, the supervisor will immediately complete a written report concerning the circumstances of the incident.
- I. A commander or supervisory officer has the authority to impose emergency relief from duty with pay until the next working day against a member/employee when such action is in the best interest of the Department.
- J. If an immediate supervisor is issued an official reprimand by a Division Commander, that official reprimand will be forwarded to the Chief of Police for review. It will be determined by the Chief of Police whether that document will be placed in the immediate supervisor's master personnel file maintained in the Chief's office or returned to the Division Commander for file.
- K. The Chief of Police will review all disciplinary actions which are forwarded to him and will make the final decision on whether or not the disciplinary action awarded to any member of this Department is sufficient for the offense. The Chief of Police has the discretion to award further action against the member if necessary.
- L. Commanders issuing a written reprimand to a subordinate will ensure that the member signs and acknowledges the original copy of the written reprimand.
- M. Commanders may also recommend the use of training as a function of discipline.
- N. Commanders and supervisors are also required to keep notes for rewarding employees. This includes:
 - 1. Letters of commendation
 - 2. Recommendation for awards, etc.
 - 3. Significant incident report forms

(Add. 10/03)

Section 4: Departmental Discipline From the Chief of Police

- A. When applied:
 - 1. After evaluation of the facts and circumstances of a sustained complaint, the Chief of Police shall award the appropriate disciplinary action.
- B. Forms of Corrective Disciplinary Action
 - 1. Supervisory counseling and/or mandatory training.
 - 2. Formal oral reprimand.

3. Letter of instruction. This letter should clearly reflect the circumstances involved in the violation and the reason(s) for which the member is being disciplined for said violation. The letter should be considered as a means to convey constructive discipline to the member. A copy of this letter will be placed in the personnel file of the member.
4. Suspension from duty without pay.
5. Written reprimand. The written reprimand will be prepared and presented to the member by his immediate supervisor, commander, or Chief of Police. A copy of a written reprimand will be placed in the personnel file of the member.
6. Transfer to another job assignment.
7. Demotion in rank or pay grade.
8. Disciplinary probation. (3 months)
9. Termination from the Department.

C. Dismissals

1. If an investigation of employee misconduct results in dismissal, a written statement shall be provided to the employee citing:
 - a. The reason for dismissal.
 - b. The effective date of dismissal.
 - c. A statement of the status of fringe and retirement benefits after dismissal.
 - d. A statement as to the content of the employee's employment record relating to the dismissal.
2. This standard does not apply to probationary employees.
3. A notice of all dismissals and resignations including the details of the dismissal and resignation will be made to the Missouri POST Commission as required by Missouri statute under Chapter 590 RSMO. (ADD 4/21)

D. Conclusion of fact

1. For each allegation of misconduct, it shall be noted in writing and cover the following:
 - a. Unfounded
 - b. Not involved
 - c. Exonerated
 - d. Not sustained
 - e. Sustained
 - f. Policy Failure

(ADD 4/21)

Section 5: Appeals and Grievances

(ADD 4/21)

In the event an employee receives a form of corrective disciplinary action from the department, they will have the right to file an appeal of the decision. Those matters in which an employee may file an appeal or grievance include but are not limited to:

- a. Suspensions from duty without pay.

- b. Written reprimands.
- c. Involuntary transfers to another job assignment.
- d. Demotion in rank and pay.
- e. Periods of disciplinary probation.
- f. Termination of employment from the department.
- g. Complaints of harassment in the workplace.
- h. Complaints of sexual harassment in the workplace.

All appeals and grievances filed must be filed in accordance with guidelines established in the City of Rolla Personnel Rules and Regulations.

Section 6: Appeals and Grievance Procedures

(ADD 4/21)

In the event an employee wishes to file an appeal or grievance, the notice of appeal or grievance must be forwarded to the Chief of Police within seven (7) calendar days following knowledge of the occurrence of the problem. If possible, the grievance should be settled at this level through discussions with the involved parties. If informal discussions do not resolve the issue, the matter shall be reduced to writing by the employee or the employee's representative and be submitted to the Chief of Police within this same seven (7) day time period.

The Chief of Police shall have five (5) workdays to respond in writing. The Chief of Police will notify the employee of the date and time of the receipt of the appeal or grievance, he will then analyze all of the facts and circumstances contained in the allegations and render a decision. In his decision, the Chief of Police will either affirm or deny, in writing, the allegations contained in the grievance. Any remedies or adjustments made by the Chief of Police will be provided to the employee in writing. Copies of all documentation involved in the grievance or appeal shall be forwarded to Administration for signature and placement in the employee's permanent file. Administration will forward a copy to the Finance Department for recording.

In the event the appeal or grievance is not settled through procedures outlined in the above section, the employee and/or Chief of Police may forward the appeal, grievance or complaint in writing to the City Administrator within five (5) calendar days following receipt of the Chief of Police's response. All documentation must include specific circumstances and state the remedial action requested.

The City Administrator shall investigate and document the matter and render his/her decision within seven (7) workdays of receipt of the request, unless the nature of the grievance requires additional time to investigate. In that event, the City Administrator will provide the employee a written notice of the reasonable date of completion and when his/her decision will be rendered. In the event that the City Administrator does not satisfactorily reconcile the problem, and the problem is defined as disciplinary action in accordance with Chapter 2 of the City's Personnel Rules and Regulations, the employee shall notify the City Administrator in writing within seven (7) calendar days following receipt of the decision of the City Administrator concerning the appeal.

An employee may request a hearing before the City Personnel Appeals Board and sworn police personnel may request a hearing before the Police Personnel Board. The City Administrator shall forward the request for hearing to the chairman of the City Personnel Appeals Board within seven (7) calendar days of receipt of such request for hearing. If a request is received from sworn police personnel, the City Administrator shall forward that request for hearing to the chairman of the Police Personnel Board within seven (7) calendar days of receipt of such request for hearing.

Following the hearing, the Board may take the appeal under advisement for a period not to exceed ten (10) days. It shall issue its findings of fact and disposition of the appeal and shall make such findings and recommendations in writing and deliver a copy of the same to each party.

The Board, in making its disposition of the appeal, shall have the authority to:

- 1) Sustain the discipline imposed.
- 2) Order the modification of the disciplinary action. In such a case, the Board shall specifically set forth in writing, the nature and extent of any such modification.

Section 7: Contents of the Appeal or Grievance

(ADD 4/21)

In the event an employee wishes to file an appeal or grievance, it must be in writing and must contain the following information:

1. A written statement of the facts upon which the appeal or grievance is based.
2. A detailed description of the allegations including the specific wrongful act and harm done
3. A detailed summary of the remedy or adjustment that is being sought.

Section 8: Employee Representation

(ADD 4/21)

In the event an employee wishes to appeal or grieve any complaint or disciplinary action brought against them, they have the right, should they desire, to seek legal representation of their choice and be represented throughout the appeal or grievance process at their own expense.

Section 9: Administrative Action Review Board

In the event of a sustained internal or external complaint involving serious and/or complex issues, the Chief of Police may appoint an Administrative Action Review Board to study the complaint and present a recommendation of disciplinary action. This may not pertain if the involved employee is on probation.

A. Appointment of Administrative Action Review Board

1. The Administrative Action Review Board will be convened at the discretion of the Chief of Police.
2. The Board will consist of four (4) members, all appointed by the Chief of Police.
 - a. The Chief of Police will appoint a supervisor or Command Staff officer as Board Chairman.
(Rev. 11/05)
 - b. Two (2) members will be of the same rank or equivalent status as the member whose case is being reviewed.
 - c. One (1) member will be from supervisory or command ranks.
 - d. The Chief of Police or the member may request, if necessary, an expert witness to testify before the board, (i.e. physicians, traffic specialist, police administrators, police supervisors, etc.) from outside the Department. This does not include the member's attorney.
3. None of the board members will have had any direct involvement in the case to be reviewed.

4. No Department member who is on probation, active suspension, or under investigation for a pending complaint may serve on the board.
5. No direct supervisor of the employee whose case is being reviewed may serve as a member of the board.
6. The member whose case is being reviewed will have the opportunity to strike one (1) board member from the board. The Chief of Police will appoint another board member to replace the one that was stricken.

B. Conduct of Administrative Action Review Board

1. The board member designated by the Chief of Police as chairman shall attend to the administrative and logistical matters necessary to convene the board. The member designated as board chairman shall actively participate in the review process.
2. The member whose case is to be reviewed will be notified in writing of the date, time, and location that the board will be convened, at least three (3) days prior to the meeting.
3. The member whose case is being reviewed may be present at the board meeting to answer questions and make clarifications if he/she so desires.
4. The Administrative Action Review Board will review any issue relative to disciplinary action in the case, including the past demeanor record of the member involved.
5. The Administrative Action Review Board will not review the Internal Investigation for merit, but rather will only review the circumstances of the case and recommend the disciplinary action deemed proper.
6. The Administrative Action Review Board Chairman will submit to the Chief of Police in writing the Board's recommendation along with appropriate justification.
7. The Chief of Police will review the recommendations of the Board which are not binding. He will then take such actions as he deems appropriate.
8. The Chief of Police shall, within ten (10) working days after receiving the recommendations of the Board, notify the accused member of his decision.

- C. All members of the Rolla Police Department, with the exception of those on probation, have the right to appeal any disciplinary action in accordance with the Personnel Rules and Regulations of the City of Rolla.

Section 10: Employee Personnel File

- A. Records pertinent to an employee's disciplinary actions shall be kept permanently while the employee is active.
- B. Inactive files are to be kept five (5) years after termination or retirement, provided information has been transferred to the employee history card.
- C. All records concerning employee appraisals, payroll, leave records, training, insurance, grievances and disciplinary action shall be maintained in the office of the Chief of Police.

Section 11: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

None

<i>Effective Date</i> December 4, 2025	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 335	
<i>Original Issue Date</i> November 5, 1997			
<i>Title</i> Police Reserve Officer Program		<i>Classification</i> III	<i>No. of Pages</i> 3

I. PURPOSE

The purpose of this policy is to establish guidelines and requirements for the commissioning of private citizens as reserve police officers.

II. POLICY

It is the policy of the Rolla Police Department to maintain a commissioned police reserve unit which augments the Department's day-to-day delivery of law enforcement services. This is for internal use only; it does not enlarge the reserve officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

(Add. 10/00)

- A. Reserve Officer – A part-time sworn law enforcement officer possessing the same powers and performing the same duties as full-time sworn officers.
- B. Sworn Officer – A paid, full-time commissioned law enforcement officer, subject to an oath of office, and possessing those general peace officer powers prescribed by constitution, statute, or ordinance.

Section 2: Qualifications

- A. Only a person of good character and health, a minimum of twenty-one (21) years of age, a U.S. Citizen, who has successfully completed such medical, physical, mental or other requirements as may be prescribed by the Chief of Police and rules and regulations of the City of Rolla, and who is a certified peace officer as defined in Sections 590.100 through 590.150 RSMo, may be appointed to the police reserve force of the City of Rolla.
- B. Candidates for the police reserve force will make formal written application for such position by using the same application for employment forms used by those seeking full time employment. The application forms will be returned directly to the Chief of Police or his designated representative for review and processing. The candidate screening process may consist of an interview by the Chief of Police and/or his designated representative, an interview by the Police Personnel Board, a Peer Board interview, a psychological test, a polygraph test, a drug screen, and a background investigation. Candidates who successfully complete this screening process may be appointed to the police reserve force as vacancies permit.

(Rev. 5/13)

Section 3: Duties and Responsibilities

- A. Certified commissioned officers of the police reserve force shall be responsible for enforcement of laws, statutes, and municipal ordinances within the boundaries of the city limits of the City of Rolla.

- B. Members of the police reserve force are required to complete twelve (12) hours of service minimum per quarter. Reserve officers may fulfill their requirement through patrol, events, training, paid assignments, and/or call-outs. Members of the police reserve force who are required to testify in court relative to police actions performed by them will be granted “time credit” on an hour for hour basis toward their quarterly 12-hour service requirement. Reserves in specialty fields (i.e. SWAT/Negotiations) must attend designated training days unless approved by the Team Leader or Commander. Training participation and call-outs count toward required hours.

(Rev. 12/25)

- C. In addition to the 12-hour quarterly requirement, reserve officers shall work two designated events per year. Event examples include but are not limited to parade detail, bailiff duty, and any other special events requiring police coverage. Reserve officers are required to sign up for scheduled special duty assignments by January 31st of each year.

(Add. 12/25)

1. All members of the police reserve force shall be under the authority of the Chief of Police or his designated representative and shall remain subject to all rules and regulations governing the full-time commissioned officers of this agency. The Chief of Police shall have the authority to remove, suspend or discharge, with or without cause, any member of the police reserve force.
2. It shall be the duty of all members of the police reserve force of the City of Rolla to successfully complete all of the training requirements established by the State of Missouri and the Chief of Police of the City of Rolla. The training requirement includes but may not be limited to an FTO program for officers without prior experience. Reserve officers that have prior experience or that are reserve SWAT officers and have been, or are currently, full-time officers with another department will be evaluated by Staff, and then a recommendation of their training needs determined by the Chief of Police. Upon completing those prescribed requirements, members of the police reserve force shall have the power to make arrests without process in all cases where any offense against an ordinance of the City of Rolla or of a law of the State of Missouri shall be committed in their presence, or when they have probable cause to believe that such an offense has been committed; and they shall have the power to serve and execute all warrants, subpoenas, writs or other process, and to make arrests, with proper authority, as established by the State of Missouri and the City of Rolla; and they shall perform such duties as assigned by the Chief of Police or his designated representative. With approval of the Chief of Police, members of the police reserve force may perform regular patrol duties or other special duties as assigned without the presence of a full-time member of this department.

(Rev. 2/09)

3. Members of the police reserve force of the Rolla Police Department are prohibited from wearing the designated duty uniform while participating in similar reserve force programs with other agencies, or participating in ride-along programs sponsored by other law enforcement agencies.
4. Officers employed by the Missouri S&T Police Department who are commissioned with the Rolla Police Department as reserve officers solely due to their position with the MO S&T PD are exempt from the training program. However, if they are also serving the Rolla PD as active reserve officers under the definitions of this policy, they shall adhere to all guidelines contained herein.

(Add. 2/09)

Section 4: Police Reserve Force Strength

- A. The members of the police reserve force shall be appointed by the Chief of Police and shall be compensated in accordance with the policy established by the Rolla Police Department.

Section 5: Firearms Requirements

- A. Members of the police reserve force shall follow all firearms requirements and guidelines set forth in Special Order #105 and #106.

(Rev. 12/25)

Section 6: Accountability

- A. The Reserve Program Coordinator (Field Operations Captain) will be responsible for tracking participation by submitting Quarterly Compliance Reports to the Assistant Chief. Non-compliance may result in corrective action or dismissal.

(Add 12/25)

Section 7: Adoption of the Police Reserve Force Manual of Operations

- A. The Rolla Police Department hereby adopts the Police Reserve Force Manual of Operations as an integral part of this policy.

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By Authority Of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>		Special Order # 336
Original Issue Date January 21, 1991			
Rescinded August 7, 1991			
Re-Issued April 15, 1997			
Title Reserve Officer Commissions		Classification II	No. of Pages 2

I. PURPOSE

The purpose of this policy is to establish guidelines and requirements for the commissioning of Rolla Police Officers as reserve officers in other law enforcement agencies.

II. POLICY

The Rolla Police Department shall hereby establish a policy of accepting reserve commissions for its officers. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Qualifications

- A. Sworn police officers of the Rolla Police Department may be commissioned pursuant to Section 57.250 RSMo for work in other law enforcement agencies.
 - 1. Only full-time sworn City of Rolla Police Officers who have completed the minimum requirements for state certification, as defined in Sections 590.100 through 590.150 RSMo, may be commissioned as reserve officers.

Section 2: Duties and Responsibilities

- A. Reserve commissioned officers who are full-time Rolla Police Officers shall be responsible for enforcement of laws, statutes, and municipal ordinances within the boundaries of the city limits of the City of Rolla.
 - 1. Reserve commissioned officers who are full-time Rolla Police Officers shall remain under the authority of the Chief of Police, and shall remain subject to the rules and regulations governing this agency.
 - 2. Rolla Police Officers who hold reserve commissions shall have the authority to enforce Rolla municipal ordinances only within the boundaries of the City of Rolla.
 - 3. Rolla Police Officers who hold reserve deputy commissions for Phelps County shall exercise the same full power of arrest they currently have been granted. All other special orders that govern arrest practices and authority will remain the same.

Section 3: Firearms Requirements

- A. Rolla Police Officers who hold reserve officer commissions shall be authorized to carry their department issued firearms and their off duty so long as it is the same off-duty firearm they are currently authorized to carry within the city.

(Rev. 4/12)

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

None

<i>Effective Date</i> March 28, 2022	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	<i>Special Order #</i> 430	
<i>Original Issue Date</i> October 9, 1992			
<i>Title</i> Police Field Training		<i>Classification</i> III	<i>No. of Pages</i> 13

I. PURPOSE

The purpose of this policy is to establish a procedure of training for newly hired officers. Although the recruit is a graduate of a basic police academy and has received a basic introduction to law enforcement subjects, he/she cannot be expected to immediately assume the full responsibilities of an experienced police officer. The recruit must be teamed with a field training officer.

(Rev. 6/20)

The Rolla Police Department, in keeping with the strictest levels of performance requirements, must always strive to maintain the highest standards of professionalism. To this end, the attainment of highly trained police officers shall remain a fundamental goal of the Department. The Field Training Program has been developed and implemented to meet this responsibility.

II. POLICY

It is the policy of the Rolla Police Department to provide each officer with comprehensive training by means of a field training officer. This policy is to establish a training procedure for newly hired personnel involved in the Field Training Program. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Objectives of the Field Training Program

- A. The Rolla Police Department Field Training Program has been designed and implemented so that the following objectives may be met:
 1. To produce a highly trained and positively motivated police officer capable of meeting or exceeding the standards of performance required by the Rolla Police Department.
 2. To provide equal and standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.
 3. To build on the foundation of knowledge given at the police academy, thereby creating an environment in which the trainee may develop new skills as well as increase proficiency in those areas where deficiencies are identified.
 4. To improve the Department screening process by providing on-the-job observation of each trainee's performance.
 5. To establish an appraisal system which is valid and job-related, utilizing a standardized and systematic approach to the documented measurement of probationary officer performance.
 6. To establish career paths within the Department by providing qualified officers with additional training and opportunities to develop leadership skills.

7. To ultimately increase the overall efficiency and effectiveness of the Department by enhancing the climate of professionalism and competency demanded by the ethical standards of law enforcement.

Section 2: Chain of Command/Rank Structure

For the purposes of this policy, the term “Captain” shall refer to the staff member assigned by the chief to oversee the Field Training Program, regardless of whether he is officially a “Captain” rank in the Command Staff structure or a different rank (i.e. Lieutenant or Staff Sergeant).

(Add. 5/08)

- A. The top level of the chain-of-command is the Chief of Police. The Chief of Police is ultimately responsible for each and every component of the Police Department, including the Field Training Program. He sometimes makes decisions directly related to the program, but, for the most part, delegates his responsibility and authority for program operation to the Captain.

(Rev. 9/95)

- B. The second chain-of-command is the Captain. The Captain is involved more directly than the Chief of Police. The Captain oversees the program and is constantly updated on the performance of all officers in the training process to include those conducting the training as well as those being trained. The Captain may attend evaluation sessions and make decisions directly affecting program operation. Most functional decisions regarding the format of training, overall progress of the recruits, and selection and dismissal of the Field Training Officers are made at this level.

(Rev. 9/95)

- C. A key step in the chain-of-command is the Field Training Sergeant. Field Training Sergeants make decisions regarding day-to-day functions as they affect the trainees and Field Training Officers. Field Training Sergeants maintain daily and weekly contact with the Field Training Officers and the recruit.

- D. The Field Training Officer functions as the trainer and immediate supervisor of the recruit. This role, while lowest in the chain, is the most varied and important of all, and the decisions made at this level have the greatest impact and influence on the program's ultimate mission.

Section 3: Field Training Program Record

- A. All records relating to the Field Training Program will be kept by the Field Training Sergeant. These files shall be securely maintained and the information contained therein shall be treated confidential. Upon completion of the Field Training Program, the records will be turned over to the Captain and then placed in the recruit's permanent file.

- B. The Field Training Program files shall be open to the following personnel only:

1. Chief of Police
2. Command Staff
3. Field Training Sergeants
4. Field Training Officers
5. Other persons with permission of the Chief of Police.

(Rev. 6/20)

(Rev. 9/95)

- C. Field Training Program files may consist of the following:

1. Administrative files - information pertinent to the administration and management of the program.
2. Trainee personnel files - a collection of all evaluations, assignments, memorandums, and any other pertinent data relevant to the recruit. This file will be open to the recruit to whom it pertains.
3. Audio-visual file - list of available audio-visual aids and equipment used in the program.
4. Teaching aids file - a collection of available teaching aids, remedial tactics, lesson plans, and subject information for the Field Training Officer to utilize in presenting formal classroom or field training.
5. Weekly test file - all weekly written exams and test keys.
6. Field Training Program Manual and Trainee Checklist - a master copy used for duplication as necessary.
7. Field Training Officer Files - all assignments, resumes and applications to the program, evaluations of Field Training Officer's performance, and any other relevant information. This file will be open to the individual Field Training Officer.
8. Records System - An effective records keeping system must be maintained by the Field Training Sergeant and must be kept up-to-date. The records system is written documentation of the efficiency of the program. If the program is to operate smoothly, a record of that operation must be kept in a neat, complete, and accurate condition. All files are to be maintained in the Field Training Sergeant's file cabinet until the recruit has either completed or is dismissed from the Field Training Program. Notification of successful or unsuccessful completion of the program will be forwarded to the Captain. The file will then be forwarded and placed in the recruit's permanent file.

(Rev. 9/95)

Section 4: Phase Training

- A. Program Duration - The normal duration of the Field Training program is fourteen weeks. Exceptions may be made if the Field Training Officer, Field Training Sergeant, and the Captain feel that the recruit has enough training and experience to be released from the Field Training Program early. Much effort has been expended in designing a program which allows a new officer to learn how to perform in an efficient, safe manner within a time frame that is acceptable to the organization. The program has also been designed to take the experienced recruit and make this recruit aware of the Rolla Police Department policies and procedures as well as many other areas.
- B. The program has been divided into phases; hence, the name "Phase Training." Each phase is a programmed length of time correlated to a particular set of tasks which must be learned by the new recruit. The tasks are ordered so that the recruit is exposed to the most basic and necessary tasks first. These tasks form the foundation upon which the trainee will build for the remainder of the program and into the subsequent years of service. As the recruit progresses through the program, the recruit must be able to perform or be exposed to the majority of tasks necessary to assume the complex role of a patrol officer.

(Rev. 6/20)

- C. Phase training is fundamental to the Field Training Program. Each phase is designed to provide the following:
1. A systematic approach to field training.
 2. Consistent and standardized training.
 3. The means of ensuring the recruit's capability to perform the skills or tasks necessary for competent operation of a one-officer patrol car.
 4. An introduction to all areas of the city as well as the opportunity to work other shifts.
 5. The opportunity to train with various Field Training Officers and to be exposed to their various techniques, while operating within standardized guidelines.
- D. The principal vehicle for the listing of tasks is the trainee checklist, a week-by-week assignment of responsibilities which moves from the simple to the complex as the weeks pass.
- E. Phase Rotation – The program is divided into four phases. The first, second, and third phases are each four weeks long. The fourth is up to two weeks long. The recruit will be assigned to a different Field Training Officer for phases one through three. The fourth phase will, preferably, be handled by the first phase FTO.

(Rev. 6/20)

- F. Phase I is the introductory phase. During this time, the recruit will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the recruit. Field Training Officers assigned to Phase I are identified as the "Primary Field Training Officer." The Primary Field Training Officer is often selected because they appear to be the best equipped to mold the recruit's attitude toward the acceptance of training as an opportunity to learn from experienced officers and not to see it just as "something else they have to get through." The Field Training Officer's function as a role model is particularly important here. A great deal of the recruit's success will hinge on his attitude toward the training and the image projected by the Field Training Officer.
- G. Phase II is somewhat more complex than the first phase and is sometimes identified as the phase in which a recruit begins to shed his or her unfamiliarity with the new role. It is now that the recruit begins to master the skills at hand. The Field Training Officer must acknowledge the recruit's growing assertiveness and remain constantly aware of the workload, guarding against under- or over-loading.
- H. Phase III is continuing training from Phase II as the officer begins to fine tune his skills to handle tasks on his own.

(Rev. 6/20)

- I. Phase IV – Evaluation

(Add. 6/20)

The Field Training Officer will evaluate on how the recruit handles the tasks assigned on his or her own. The Field Training Officer is not to take any action except in instances where his/her intervention is necessary. Field Training Officer intervention is mandatory under the following circumstances:

1. Officer Safety - If the actions of the recruit constitutes a hazard or potentially dangerous situation to the officers or citizens, then the Field Training Officer must take whatever action is necessary to reduce the hazard and ensure that safety practices are followed.
 2. Illegal or Unethical Activity - The Field Training Officer must ensure that recruit's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
 3. Embarrassment to a Citizen, to the Department, or the Field Training Officer - The Field Training Officer need not allow an incident to reach the point where a citizen or the Field Training Officer becomes embarrassed by the recruit's actions. Neither must the Field Training Officer allow the recruit to embarrass or bring discredit to the Department at any time.
- J. Limbo Days - The first two days of Phase I and the first day of Phase II are referred to as "Limbo" days. While the trainee receives training in new skills or tasks during this time, he/she will not be rated in the Daily Observation Report. The primary purpose of "Limbo" is to allow for a smooth transition from the Police Academy to the Field Training Program, as well as from one Field Training Officer to another. "Limbo" is an acceptable means of getting acquainted but should not be interpreted as meaning that training does not occur. Instruction from the trainee checklist continues as always.
- K. Officer Deployment - While in phase training, the recruit and the Field Training Officer will normally be considered a one-officer car until the recruit has reached a level of performance to justify otherwise.
- L. Remedial Extension Policy - As mentioned before, the program duration is fourteen weeks. It should be understood, however, that problems sometime occur which make it difficult to always adhere to the set time limit. Sometimes these problems have their source in the recruit's performance, other times they are administrative in nature. For whatever reason, if the recruit is to be given a fair opportunity to prove himself, the time limits will always be met if not exceeded.
- M. The program may be extended to allow the recruit sufficient time to master complex tasks necessary to complete the program. This is not a guarantee that every recruit has the right to an extension. The decision to extend will be that of the Field Training Sergeant and approved by the Captain. This decision is usually, although not always, made before a recruit enters that last week of phase training. This decision will be based on a review of performance and other information available as well as the recommendations to the Field Training Officers and program staff. The extension is not to be viewed as "punishment," but as an opportunity to "catch up" and remedy problems.
- (Rev. 9/95)
- N. The extension may be handled in several ways. The recruit may continue to work with the same Field Training Officer or may be assigned to a different Field Training Officer on any of the available shifts. A decision may even be made to utilize an outside resource. The extension will be tailored to fit the training needs of the recruit. This is a difficult time for the recruit and a time when they might or "decide to fail." It is the Field Training Officer's responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be remedied or corrected. When extensions occur, the probability of success is anticipated.

Section 5: Documentation

- A. Various forms and reports are necessary to ensure proper documentation. The various forms used in the program are:

1. Recruit Personal History
2. Daily Observation Report
3. End of Phase Summary
4. Field Training Officer Critique Form
5. Recruit Checklist

(Rev. 9/95)

- B. An example of each of these forms, as well as a description of their purpose, contents, and a completed sample can be found in the Field Training Evaluation Program Manual.

Section 6: Report Distribution

- A. All of the evaluations, observation reports, and other paperwork regarding the Field Training Program shall be turned in to the Field Training Sergeant. The Field Training Sergeant shall review the paperwork and distribute in the proper manner. If the Field Training Sergeant is not on duty, the paperwork will be placed in the Field Training Program filing cabinet or held until such time that it can be turned in to the Field Training Sergeant. This paperwork is to be kept in strict confidence and maintained in a secure place until turned in to the Field Training Sergeant.

Section 7: Duties and Responsibilities of the Captain

(Rev. 9/95)

- A. The Captain is responsible for overseeing and updating the entire Field Training program. The Captain revises manuals and implements change when the need arises, and keeps the Chief of Police abreast of the program.
- B. The Captain is responsible for the selection and training of new Field Training Officers and Field Training Sergeants. The Field Training Sergeant shall review the documents that are completed with reference to the Field Training Program on a regular basis.
- C. The Captain is also responsible for making the decision to extend a recruit in phase training or to terminate or, if the need arises, to replace the Field Training Sergeant or Field Training Officer.

Section 8: Duties and Responsibilities of the Field Training Sergeant

- A. The Field Training Sergeant plays an extremely important role in this program. Historically, this added duty accounts for at least thirty-percent of the workload of that particular supervisor. The sergeant who has been assigned this added task remains responsible for his/her normal duties also. It is for this reason that careful attention is paid to the selection of Field Training Sergeants and that probationary sergeants are not routinely assigned to the Field Training Program.
- B. The Field Training Sergeant is responsible for a team of Field Training Officers. The Field Training Sergeant must ensure the Field Training Officers are acting within the scope of their responsibility and that they function as a unit.
- C. The Field Training Sergeant is responsible for providing valuable input at the evaluation sessions and for moderating the sessions of the Field Training Officer and recruit.

- D. The Field Training Sergeant will make Field Training Officer/recruit assignments and will adjust those assignments as necessary. The Field Training Sergeant must ensure the recruit is receiving a well-rounded training program and is exposed to all parts of the city.
- E. The Field Training Sergeant is responsible for reviewing and approving all daily observation reports, monthly evaluations, worksheets, and other materials pertinent to the Field Training Program.
- F. The Field Training Sergeant should provide training on a regular basis to each of the Field Training Officers, which may be formal training or individual feedback sessions.
- G. The Field Training Sergeant oversees and evaluates the quality and consistency of training provided by the Field Training Officers. There should be no hesitancy on the part of the Field Training Sergeant to criticize, praise, or provide guidance to the Field Training Officers.
- H. The Field Training Sergeant will assist the Field Training Officers in developing and implementing remedial training strategies for trainees.
- I. The Field Training Sergeant is a counselor and must counsel Field Training Officers as well as the recruits. The image he/she presents contributes to the training process. The Field Training Sergeant is not a passive member of the program but rather a clearly identified integral part of it.
- J. The Field Training Sergeant occasionally provides first-line field supervision to the recruits assigned to the program as well as to the Field Training Officer.
- K. The Field Training Sergeant will act as liaison with the Captain. This means there must be an extra effort to maintain constant contact with the Captain and advise the Captain of ongoing problems and conditions within the program.

(Rev. 9/95)

- L. The Field Training Sergeant will maintain records, keep progress charts, and other paperwork of the Field Training Program up-to-date and in a secure designated place.
- M. A monthly evaluation of each recruit will be completed by the Field Training Sergeant. This monthly observation report will be based on his/her firsthand observations of the recruit's performance.
- N. The Field Training Sergeant is responsible for conducting inspections of recruits and the Field Training Officers to ensure compliance with appearance, conduct, and performance standards.
- O. The Field Training Sergeant must make routine contact with each recruit in the field on a regular basis. This is very important in that it assures the recruit that he/she is part of a large team and that his/her progress is being continually monitored.
- P. The Field Training Sergeant must disseminate Field Training Officer information and directives in a timely manner. He/she is also responsible for seeing that the Field Training Officers attend the evaluation sessions.
- Q. The Field Training Sergeant is responsible for handling recruit discipline, and in some cases may be involved in Field Training Officer disciplinary matters.
- R. The Field Training Sergeant must be a good role model. He/she fulfills the role model obligations by:

1. Maintaining a good personal appearance.
 2. Following departmental policy and procedures.
 3. Having a positive attitude toward the Field Training Officer, the recruit, the program and the Department.
- S. The Field Training Sergeant is responsible for developing and forwarding recommendations concerning the need for termination or extension of the program or release to a solo assignment.

Section 9: Duties and Responsibilities of the Field Training Officer

- A. The Field Training Officer has many roles that he/she must assume during this program. The two most important roles are: 1) the patrol officer, and 2) the Field Training Officer. A Field Training Officer must maintain his/her performance level as a police officer and is not relieved of those responsibilities during training. Sometimes these duties are modified because of training requirements, but the Field Training Officer must be able to quickly assume the role of a beat officer when needed.
- B. While the Field Training Officer is functioning as a beat officer, he/she must also train the new officer. This is a trying situation and quite stressful at times; regardless, it must be done.
- C. When acting as a training officer, the Field Training Officer has the following duties:
1. Supervision - The Field Training Officer often acts as a supervisor. The recruit will make mistakes and these mistakes are to be addressed and corrected during the training process. There are times when the recruit will do something that is viewed as minor in nature; but due to his/her new position and the need for behavior modification, the Field Training Officer must take action and counsel the recruit. The counseling may also be followed up by the Field Training Sergeant and/or the Captain. Depending on the severity and timeliness of the incident, it is essential the Field Training Officer take immediate action so the mistake results in a learning experience.
(Rev. 9/95)
 2. Teaching - The most obvious function of a Field Training Officer is that of a teacher. The teaching role may, and in most instances does, occur in the field under actual conditions. There may be other times when teaching is done during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. The fact is, the Field Training Officer will spend much of his/her time teaching, even when it does not appear to be an obvious activity.
 3. Evaluation - The Field Training Officer in the role of a teacher is also an evaluator. The Field Training Officer must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of prime importance to this program. If the Field Training Officer cannot evaluate, then the Field Training Officer cannot train. Evaluation is accomplished through the use of daily observation reports, the Standardized Evaluation Guidelines (Attachment A), evaluations, worksheets, remedial training, evaluation sessions, and verbal feedback. The principal element of effective evaluation is objectivity.
(Rev. 6/20)
 4. Researching - The Field Training Officer must be able not only to identify remedial training needs, but must be able to provide that remedy in most instances. They must be able to use or identify the proper resource to bring about the desired learning. This aspect of the job is time consuming, but it is a primary aspect of the training process.

5. Counseling - The Field Training Officer will often be placed into a situation where he/she becomes the problem solving resource for the recruit. This may include a recruit's personal problems as well. Normally, the best way to accomplish this is through counseling. The Field Training Officer must develop the skill to help the recruit solve his/her own problems. By allowing them to talk it out and by gently guiding them through their crisis, many of the recruit's problems can be solved. Empathy is a Field Training Officer's imperative.
 6. Staff/Administrative Activity - On occasion, Field Training Officers will be called upon to perform staff duties. These may include reorganization of program functions, a teaching assignment, or another necessary duty that would help improve the Police Department and the program.
 7. Inspecting - The Field Training Officer is responsible for the inspection of the recruit's uniform and equipment as well as approval of all paperwork. Discrepancies may also be brought to the Field Training Officer's attention by a supervisor for correction by the Field Training Officer or recruit.
 8. Disseminating Information - The Field Training Officer must make sure his/her recruit is receiving all necessary information. They are also responsible for making sure their recruit records this information and has it available upon request.
 9. Being a Good Role Model - The Field Training Officer must be a positive role model. This is done by maintaining a professional demeanor and appearance; adhering to rules and regulations; and having a positive attitude toward the Department, program, job, and the recruit.
 10. Recommending - The Field Training Officer is responsible for the initial recommendation of extension, termination or release to solo assignment. The decision to terminate will be made at a higher level, but it is up to the Field Training Officer to bring the matter into focus. If a Field Training Officer believes, for instance, that a trainee should be terminated, but fails to document, remedy, further document, and finally make that recommendation, the probability is the trainee will not be terminated. Neither the Captain nor the Field Training Sergeant will make this Field Training Officer's decisions for him or her. This is a responsibility the Field Training Officer is made aware of upon entering the program and it will remain his/hers to carry out.
- D. It would be impossible to list every conceivable aspect of the Field Training Officer's role in this policy. This changes hourly or sometimes by the minute. Field Training Officers must be flexible and able to change as the challenges change; otherwise, the recruit, the program and the Department will suffer. A weak Field Training Officer can disrupt the entire training process.

Section 10: Requirements to be a Field Training Officer

- A. The minimum qualifications for becoming a Field Training Officer are as follows:
1. Over one year of continuous service with the Rolla Police Department and not currently on probation, and
 2. assigned to the patrol division at the time of selection.
- (Rev. 4/97)
- B. The above requirements are minimum service requirements for assignment to the program. Other criteria are considered when choosing qualified applicants for the program. A Field Training Officer must be a capable patrol officer. It is desirable to have training officers that are well-rounded in knowledge of patrol procedures rather than "specialists." Field Training Officers must be team

workers and possess some teaching skills or be capable of learning them. There are many other criteria considered such as patience, writing skills, good judgment and decision-making ability. Their Internal Affairs Record must be considered as well as their injury and sick time usage records. Field Training Officers will have strengths and weaknesses that must be carefully scrutinized during the selection process so the most-qualified applicants are chosen.

- C. One criteria often overlooked is the number and type of collateral duties for which prospective Field Training Officers are responsible. Field Training Officers may become burned out because of the workload placed on them. The potential for burn-out must also be considered by program personnel when making training assignments.
- D. Successful completion of a department approved FTO course.

(Rev. 6/20)

Section 11: Compensation

- A. Field Training Officers are expected to perform their regular duties as police officers, and at the same time perform the role of training officer. This added responsibility and burden is recognized by the Department. An adequate compensation for these additional responsibilities is difficult to achieve, but Field Training Officers do receive some compensation for their added duties.
- B. Field Training Officers will receive three (3) hours of additional pay for every 12-hour day they are actively training a new recruit. This will also include situations where a new recruit's field training is extended beyond the original 12-week training period. This time will be paid at the regular rate and will not count toward overtime.
- C. The Field Training Sergeant will receive one (1) hour of additional pay for every 12-hour day worked while a Field Training Officer is actively training a new recruit and includes situations where the Field Training Officer spends time actively training a new recruit beyond the 12-week training period. This time will be paid at the regular rate and will not count toward overtime.

(Rev. 3/22)

(Add. 3/22)

Section 12: Field Training Officer Selection Process

- A. Posting - The first step of the Field Training Officer selection process is the posting of the announcement. The announcement should include duties, qualifications, enlistment period, number of available positions, and restrictions; such as specific watch needs. The announcement should be posted for a minimum of ten days. Also the announcement should advise all interested personnel to respond by memo within a certain number of days.
- B. Personnel File Review - The candidates chosen for final consideration shall have their personnel files reviewed by the Captain and the Field Training Sergeant. They will review any and all performance records and evaluations to determine if the candidate is qualified. Poor evaluations or improvement-needed ratings in critical areas would suffice to disqualify a candidate. A review of sustained internal affair complaints is also accomplished and special attention is given to absence records.
- C. Supervisor's Recommendation - After a candidate has been considered for final selection to the program, the Field Training Sergeant, Captain and that officer's supervisor will be required to make a recommendation, either pro or con. The supervisor must be able to substantiate and justify any negative recommendations.

(Rev. 9/95)

- D. Final Selection - The Captain and the Field Training Sergeant will make the final recommendation to the Chief of Police, who will make the final selection of the Field Training Officer.

Section 13: Field Training Officer Retention

- A. The Field Training Officer shall be assigned to the program on a permanent basis, but may choose at any time to resign from the program. However, there may be times when a Field Training Officers requests to be relieved from training duties for a period of time while anticipating or desiring a return to the program at a later date. The Captain has the authority to approve or disapprove this request.

- B. Field Training Officers may at the discretion of the Captain be removed from the Field Training Program under certain other conditions. Normally these occur when the goals of the program are threatened. Some examples are: inadequate performance as a Field Training Officer, failure to comply with the rules and regulations of the Department, or a lack of professionalism either in the police or training role.

Section 14: Field Training Officer Critique Form

- A. This form is one way the Program Coordinator and Supervisors monitor the performance of the Field Training Officers. Each trainee completes a form on each Field Training Officer to whom they are assigned at the time the assignment ends. This form is confidential and is not given to the Field Training Officer in its original form.

1. The name of the Field Training Officer being evaluated.
2. The phase of assignment to this Field Training Officer.
3. The percent of time spent by a Field Training Officer on "training" versus "evaluating."
4. The trainee's perception, expressed in percentage terms, of whether he/she was treated as a "person" or in a way that the trainee's individuality was not recognized.
5. What example the Field Training Officer sets for his/her trainee.
6. The trainee's opinion of the amount of interest a Field Training Officer took in training him/her.
7. The Field Training Officer's knowledge of the training given.
8. The Field Training Officer's ability as an instructor, teacher, or trainer.
9. The trainee's opinion of the Field Training Officer's communication skills as related to the trainee.
10. The trainee's opinion of the Field Training Officer's honesty when dealing with the trainee.
11. The Field Training Officer's attitude toward the Field Training Program as well as the Police Department.

12. The trainee's opinion of the Field Training Officer's weakest area.
13. The trainee's opinion (optional) of the supervisors he/she has during that phase of the Field Training Program.

Section 15: Supervisor's Field Training Officer Evaluation

- A. This evaluation of the Field Training Officer is completed by his/her Field Training Sergeant.
- B. It is essentially the same format as the Field Training Officer Critique Form. The only added area is that of the Field Training Officer's performance as a police officer.
- C. This evaluation represents the supervisor's opinion of the Field Training Officer's performance. The supervisor shall meet with the Field Training Officer personally to discuss the evaluation prior to forwarding it to the Program Coordinator.

Section 16: Adoption of the Field Training Manual

- A. The Rolla Police Department hereby adopts the Field Training Manual as part of this policy.

Section 17: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 435	
<i>Original Issue Date</i> December 1, 1988			
<i>Title</i> Personnel Evaluations		<i>Classification</i> II	<i>No. of Pages</i> 8

I. PURPOSE

The purpose of the Employee Performance Evaluation is to improve employee performance. The Performance Evaluation covers all aspects of the employee's job performance regardless of position or classification.

II. POLICY

It shall be the policy of the Rolla Police Department to establish guidelines for the rating supervisors in evaluating the performance of their assigned employees and to more effectively use the evaluation system as a management tool. The Rolla Police Department hereby adopts the City of Rolla evaluation forms for all evaluations outlined in this policy, whether they be routine evaluations required by the City Personnel Rules or additional evaluations required by this department.

(Rev. 6/20)

This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Employee Performance Evaluation

A. Objectives of the Performance Evaluation Report

1. To identify an employee's strengths and weaknesses as a basis for planning future assignments or training.
2. To stimulate and guide the individual toward improvement.
3. To help in assignment of work in accordance with ability.
4. To uncover exceptional talents or strengths.
5. To develop and maintain morale through stimulating confidence in management fairness.
6. To help each level of command review the basis on which each employee is appraised by his superiors.
7. To serve as a check on employment procedures and quality of recruitment.
8. To help in deciding who should be promoted, demoted, and given or denied merit pay increases.
9. To furnish a basis for dismissal of incompetent or unsuitable personnel.
10. To check the accuracy of job descriptions and employee classifications.

11. To verify performance standards.

B. Principles of Performance Evaluations

1. Evaluation of the performance (work) of subordinates is probably the most difficult and demanding task facing a supervisor.
2. These should never be subjective or based on "gut" feeling, rumor, or innuendo.
3. Personnel evaluation is an ongoing process, not a chore. The supervisor should evaluate a subordinate daily, and in some instances several times daily. A successful supervisor who wishes to properly rate a subordinate should keep notes as a basis for his/her evaluation. Remember, record the good as well as the bad. Any weak points should be brought to a subordinate's attention immediately so the proper corrective action can be taken. A successful supervisor will also bring good points to a subordinate's attention immediately. Nothing in the written evaluation should be a surprise. The subordinate should constantly be apprised of his/her strong as well as his/her weak points.
4. No one likes to be embarrassed in public; yet praise, when judiciously applied, is a good way to motivate people. A good rule-of-thumb to use is "Praise in public--Correct in private."
 - a. Each employee shall be counseled at the beginning of the rating period concerning the tasks of the position, level of performance expected, and the evaluation rating criteria.
5. The most important part of the performance evaluation process is the actual interview with the employee.
 - a. The purpose of the interview is to:
 1. Improve the subordinate
 2. Maintain morale
 3. Let the subordinate know you are interested in him/her and his/her work.
 4. Give the employee a chance to ask questions.
 5. Give the employee a chance to air legitimate and perceived grievances.
 6. Encourage your subordinate to talk; you listen.
 - b. The value of the interview is that:
 1. It gives the opportunity to meet on a personal basis thereby promoting face-to-face honesty.
 2. It gives the opportunity to discuss openly the performance evaluation and have the employee sign the evaluation signifying that he/she has read and understands it.
 3. It affords the opportunity to hear about problems in a relaxed informal discussion.
 4. The supervisor must set the climate.

5. It helps satisfy the subordinate's need for recognition and should stimulate self-improvement.
- c. Objectives of the interview are:
 1. Lets the subordinate know where he/she stands.
 2. Lets him/her know what the standards are.
 3. Indicates areas that need improvement.
 4. Indicates employee's strengths.
- d. Plan and prepare for the interview:
 1. Be able to justify the rating in a logical and objective manner. (This is where the supervisor's notes are extremely important.)
 2. Review the subordinate's strengths and weaknesses.
 3. List the points you wish to discuss in a logical manner.
 4. Decide on an improvement plan mutually acceptable and achievable.
 5. Select a time and place that neither of you are under pressure.
 6. Allow plenty of uninterrupted time.
- e. Conduct of the interview:
 1. Be friendly, and above all, informal.
 2. Explain the purpose of the interview.
 3. Always start with a compliment.
 4. Ask the subordinate how he/she is progressing and whether he/she has any problems.
 5. Start with his/her strong points.
 6. Shift to his/her weak points.
 7. Explain why you rate him/her as you did.
 8. Make sure you do not terminate the interview until all the points have been discussed and understood.
 9. Record all information for future use, especially any plan for improvement.
- f. Always follow up on the improvement plan decided upon.

1. Make sure you live up to your part of the bargain, fulfill any promises.
 2. If he/she improves, tell him/her about it.
 - g. Never discuss the evaluation of a subordinate with his/her co-workers.
6. Successful supervisors will put as much work into a subordinate's evaluation as they would want put into theirs.

C. Applicability

(Rev. 4/00)

1. Employee Performance Evaluation

- a. All new hires or position transferred employees will receive probationary evaluations every two months until the end of the 6-month probationary period.

(Rev. 10/09)

1. If re-hired within 90 days, no probation is necessary.

(Add. 10/09)

2. If re-hired within 2 years, 3 months probation is adequate, with one evaluation at the end of that period.

(Add. 10/09)

- b. All employees will receive an annual evaluation at the end of the calendar year, or at the time determined by City Administration.

(Rev. 6/20)

- c. All promoted employees will receive one 6-month evaluation.

- d. At the time of promotion, demotion or position transfer, a close-out evaluation should be completed covering the previous position.

(Rev. 4/12)

1. If the promotion is from PTO to SPO, a close-out evaluation is not necessary.

(Add. 10/09)

2. If the promotion is to an exempt position (staff), a goal sheet for the new position will be completed.

(Add. 10/09)

- e. At the time of resignation/termination, a close-out evaluation should be completed and signed by the employee, if possible.

(Rev. 10/09)

- f. An exception to “d” and “e” would be if the employee had an evaluation within the past 3 months. However, a goal sheet would still apply if the promotion was to an exempt position.

(Add. 10/09)

- g. An evaluation may be done at any time, if the Chief of Police deems it necessary for personnel management.

- h. An employee on disciplinary probation of 30 days or more will receive an evaluation at the end of the probationary period covering the probationary period only.

(Add. 10/09)

2. Interim Evaluation

(Add. 4/00)

- a. All employees will receive an annual Interim Evaluation at the mid-year point, once they have completed one year of employment.

D. System Management

- 1. The Chief of Police shall be totally responsible for the Performance Evaluation Program of the Rolla Police Department.
- 2. The Chief of Police is designated as the Systems Manager of the Performance Evaluation Program.
- 3. The Administrative Assistant will ensure that an evaluation form is forwarded, at least two weeks prior to the due date, to the Division Commander responsible for the employee evaluation. The commander will then forward it to the immediate supervisor, who will ensure that the evaluation is completed within the timelines assigned on the evaluation.
- 4. The Systems Manager shall ensure that page one of the report is executed with all information verified and correct.
- 5. The Systems Manager shall ensure that each employee receives a Performance Evaluation specific to the position occupied by the employee during the rating period.
- 6. When the immediate supervisor is unable to evaluate the employee, the next step higher in the chain-of-command shall become the Evaluator.

(Rev. 4/12)

Section 2: Duties of the Evaluator

- A. The rating officer is the most important person in the evaluation of subordinates. He/she must constantly evaluate the effectiveness of his/her subordinates. The rating officer must keep in mind that personnel evaluations are used to improve subordinates.
- B. The Evaluator must be honest with the subordinate at all times. If the person being evaluated is doing a good job, tell him/her so. If the person being evaluated is doing a poor job, tell him/her this also; but also look for reasons for the poor performance. More importantly, look for the methods or means to improve the subordinate, so that he/she may become a productive member of the Department.
- C. From time to time, it becomes necessary to reduce in grade or, in extreme cases, remove ineffective members of the organization. A properly prepared evaluation report with full justification and examples is the only way this can be accomplished. You must also document what has been done to try and improve the subordinate.
- D. Adverse comments are never easy to make, but they are real and necessary and a part of the supervisor's job. Do not hesitate to praise; never hesitate to correct as needed.

- E. Upon receipt of the performance evaluation form from the Systems Manager, take a few days to reflect upon the subordinate's job performance. Look at the total person; do not base evaluations on a few good or poor incidents. Look at the subordinate's overall value in his/her present position. Determine if he/she is effective or needs retraining in a certain aspect of the job. If improvement is needed, determine what corrective action needs to be taken by you as a supervisor. This is when you should be referring to any notes or other information you may have concerning the subordinate.
- F. Tell the subordinate a rating is due and ask him/her to think about any questions he/she may have about his/her performance. Set a date for the interview. Make sure you budget enough time for the interview and try to conduct it in a quiet area where you will not be disturbed.
- G. Follow as closely as practical the principles of interviewing as enumerated in Par. A, B, and F of this procedure. Unless you are going to recommend dismissal or reduction, always stress a subordinate's strong points, then shift to areas that need improvement. Set goals for improvement and ask how you can help the subordinate.
- H. When preparing the form, carefully consider where the employee fits in the point range. Keep in mind the performance rating point scale for the job being rated. Ensure that you rate the individual so that he/she will fall into the proper category. Compare the evaluated people under your direct supervision only. The point ranges are wide enough to allow some flexibility in rating. People are different--two people doing a good job are different--one will be slightly better than the other. Use the point ranges judiciously and wisely.
- I. All ratings, outside of average or a numerical "1" must be fully justified in narrative form. Do not be afraid to rate high or low, just be prepared to justify and defend your ratings.
(Rev. 6/04)
- J. Upon completion of the rating form and interview, the eval shall be forwarded to the reviewing officer in time for him/her to review it and forward it to the Chief of Police by the date indicated on the eval.
(Rev. 10/09)
- K. As an Evaluator, you have a very important and at times difficult job to perform. Prepare your reports in an honest, fair, and impartial manner. Ensure when you are completing the report that you take into account all disciplinary action which may have occurred during the period.
 - 1. If the employee receives disciplinary action from the Chief of Police, the area(s) obviously affected on the performance score sheet will need to be reflected.
- L. As an Evaluator, you must allow for written comments by subordinates to your evaluation of them. These comments must be attached to the final report.
- M. As an Evaluator, you must advise the employee that he/she can appeal the evaluation by following the City of Rolla personnel rules on grievance procedures.
- N. All notes and other supporting documentation collected by the supervisor throughout the employee's evaluation period should be held for 3 months following the eval by the supervisor or evaluator, and then discarded if no appeal was requested. All supporting documentation affecting the eval rating shall be adequately reflected on the eval itself.
(Rev. 10/09)
- O. If the employee indicates on page one that he/she would like to discuss the evaluation with someone else, and the employee requests someone in particular, make arrangements for the employee to

discuss it with whomever is indicated. If no specific person is requested, the evaluation should be forwarded to the employee's next higher supervisor, who will then be responsible to discuss it with the employee.

(Add. 4/00)

Section 3: Duties of the Endorser

- A. Each officer in the chain-of-command between the Evaluator and the Chief of Police shall review the performance evaluation reports on his/her subordinates.
- B. They shall ensure that each employee is fairly and objectively rated on his/her duty performance during the specified rating period only.
- C. If the review indicates an injustice to the employee, a narrative form outlining the performance of the employee shall be attached.
- D. Upon completion of the review, the endorser shall sign the performance evaluation and return it to the Evaluator to give to the employee.

(Rev. 6/04)

- E. Evaluators are to be evaluated by their supervisors regarding the equality of ratings given employees.

Section 4: Duties of the Chief of Police

- A. The Chief of Police shall upon receipt of the Employee Performance Evaluation either approve or disapprove the report.
- B. If approved, the Chief of Police shall make disposition.
- C. If disapproved, the Chief of Police shall return the report for further comments or justification to the Evaluator with whose actions or comments he does not agree.
- D. The Performance Evaluations will be maintained in the employee's personnel file for the duration of employment with the Department.
- E. It shall be the responsibility of the Administrative Assistant to ensure that a copy of the completed evaluation report is provided to the employee upon request by that employee.

(Rev. 7/96)

- F. It shall be the responsibility of the Chief of Police to ensure all Evaluators are trained in evaluating subordinates. Refresher training should be conducted at least annually for all Evaluators.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

<i>Effective Date</i> October 12, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 541	
<i>Original Issue Date</i> March 19, 1990			
<i>Title</i> Patrol Component		<i>Classification</i> II	<i>No. of Pages</i> 8

I. PURPOSE

Standards in this Special Order relate to the organization, administration, and operations of the patrol component of the Rolla Police Department.

II. POLICY

It shall be the policy of the Rolla Police Department to provide information regarding the patrol component to all members of the Department. The word "patrol" is used here in its broadest sense. It is considered to be a primary law enforcement function and embraces much more than the act of patrolling. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Organization and Administration

- A. The Rolla Police Department hereby establishes the patrol component within the organization. The functions of the patrol component are as follows:

(Rev. 4/10)

1. Preventive patrol oriented toward prevention of crimes and accidents, maintenance of public order, and discovery of hazards and delinquency-causing situations;
2. Crime prevention activities;
3. Response to calls for service;
4. Investigation of crimes, offenses, incidents, and conditions; including arresting offenders;
5. Traffic direction and control;
6. Regulation of certain businesses or activities as required by law;
7. Maintenance of public order;
8. Provision of emergency services;
9. Development of relationships between citizens and the agency; and
10. Reporting of information to appropriate organizational components.

- B. The Rolla Police Department has established written objectives relating to the performance of the patrol component.

1. Objectives shall be reasonable, attainable, quantifiable, and measurable; and shall be reviewed annually.
 2. Objectives shall be in written form and shall be disseminated to all employees within the patrol component.
- C. The patrol component shall encourage and support the exchange of information with the criminal investigation and traffic components.
1. All police investigators and traffic officers shall attempt to attend roll call briefings that occur during their shifts.
- D. The Rolla Police Department shall respond to all emergencies, 24-hours a day, every day of the week.
- E. In order to provide patrol coverage at all times, officers shall remain on patrol in their assigned sector until properly relieved by the on-coming shift.
- F. Officers shall be assigned to specific squads based on the needs of the Department, rank, and then, seniority.
1. The Division Commander over the Patrol Division shall retain the final authority to assign officers to squads in order to provide balance between shifts for effective coverage.
- G. The minimum shift requirements, counting the supervisor, are as follows:
1. Shift 1 (Day Shift): Three (3) officers (Rev. 6/20)
 2. Shift 2 (Night Shift): Three (3) officers (Rev. 6/20)
- H. Emphasis needs to be placed on each shift with Friday and Saturdays being staffed with a full shift whenever possible.
- I. Sector assignments will be made by the shift supervisor, who shall bear in mind that sector assignments should be changed on a routine basis so that officers remain familiar with the geographic areas of both sectors.
- (Rev. 5/13)
1. The intent of this standard is to enable an officer to become better acquainted with persons, businesses, organizations, and hazards in the sector.

Section 2: Shift Change/Shift Briefing

- A. Shift Briefing shall accomplish at a minimum the following four basic tasks:
1. Briefing officers with information regarding daily patrol activity with special attention given to unusual situations and changes in status of wanted persons, stolen vehicles, and major investigations;
 2. Notifying officers of changes in schedules and/or assignments;
 3. Notifying officers of new directives or changes in directives; and
 4. Inspecting officer readiness to assume patrol.

- B. Once roll-call begins, any calls for police service shall be referred to the on-coming shift unless the call is that of an emergency.
1. If the call for police service is an emergency or of an urgent nature, the on-duty shift will handle the assignment.
- C. Officers shall identify themselves with their assigned departmental serial number (DSN) during radio transmission.
- D. Officers of this Department shall either use the Uniformed Missouri Ten Signal Codes or clear speech when communicating on the radio.
- E. Under normal circumstances, one (1) officer shall be assigned to each call for police service.
1. Some calls, including alarm calls, require response of at least two (2) officers. These calls shall be based on the actual or potential presence of one or more of the following factors.
 - a. An assault on an officer;
 - b. On-scene arrest of a felon or violent misdemeanor;
 - c. Resistance to arrest;
 - d. Use of force (weapons);
 - e. A crime in progress;
 - f. A fleeing suspect;
 - g. When requested by another officer.
 - h. Domestic Violence

(Add. 4/06)
- F. Officers of this Department shall respond to the scene of the crime whenever possible. Situations may arise, however, that require information to be obtained by telephone or mail.
1. In a case where the victim is no longer within the jurisdiction of the Rolla Police Department, information for an initial report can be obtained via telephone or through the mail.
- G. The below-listed incidents shall require the presence of the patrol sergeant or supervisor at the scene for the purpose of assuming command.
1. Any police vehicle involved accident

(Rev. 10/22)
 2. Any employee injury
 3. Any forcible arrest
 4. Any weapons violation offense in progress
 5. Any death scene

(Rev. 10/22)
 6. Any serious crime scene
 7. Any robbery crime scene
 8. Any sex crime scene
 9. Any felony assault crime scene
 10. Any arson scene
 11. Any major traffic scene
- H. The below-listed incidents shall require the immediate notification and/or the presence of a command staff officer:
- (Rev. 4/10)

1. A forcible arrest with serious injury
2. Any death scene (Rev. 10/22)
3. Any traffic fatality
4. Any major fire where arson is suspected or death has occurred
5. Any aircraft crash
6. Any police shooting incident
7. Any police vehicle accident (Rev. 10/22)
(Rev. 4/10)
8. Any incident in which an officer is injured
9. Any burglary of city property (After hours ONLY if a major burglary)
(Rev. 8/00)
10. Any jail or prisoner escape
11. Any active shooter or terrorist incident (Rev. 6/20)
12. Any barricaded subject
13. Any armed robbery
14. Any rape
15. Any suicide (Add. 8/00)
16. When a severe weather warning is issued
17. Any hazardous chemical spill
18. Any interference by a city official
19. Any complaint by a City official
20. When serious infractions of department regulations/orders are suspected
21. Any incident involving the displaying of or use of a handgun (not CCW)
(Add. 6/20)
22. Any other special problems or occurrences which arise where the supervisor feels circumstances warrant notification of Command Staff

I. Guidelines for call out of specialty divisions and employees (i.e. Detectives, Traffic Officers, SWAT, and Uniformed Officers for special circumstances):

(Add. 4/10)

1. Any time one of the above personnel is needed to be called out, outside of normal work hours, the shift supervisor will notify the Duty Officer to make such request.
(Add. 8/00)
2. The SWAT Team can be called out by the Shift Supervisor without prior approval of command staff in the event of a shooting in progress, hostage situation, or other in-progress act of violence where lives are threatened. However, the Duty Officer shall be notified as soon as it is reasonably possible.

(Rev. 4/06)

Section 3: Operations

A. Patrol officers shall conduct preliminary investigations in most all criminal cases.

1. In unusually serious or complex crimes, the preliminary investigation shall be assigned to a police detective.

B. Patrol officers are encouraged to conduct follow-up investigations on cases where they obtained the preliminary information.

1. Patrol officers may, if they desire, work with the assigned police detective on serious or complex investigations. These investigations shall include, but not be limited to, the following:
 - a. Homicide Investigations
 - b. Suicide Investigations
 - c. Robbery Investigations
 - d. Sex Crime Investigations
 - e. Felonious Assaults
 - f. Burglary Investigations
 - g. Felony Stealing Investigations
 - h. Auto Theft Investigations
 - i. Arson Investigations
 - j. Counterfeiting Investigations
 - k. Stolen Art Investigations

C. Field Interview Reports

1. The purpose of Field Interview Reports is to establish intelligence information of suspicious persons coming to the attention of this Department's officers.

(Rev. 6/20)
2. When officers of this Department observe a suspicious person, an F.I.R. entry shall be recorded on the proper form. The following minimum information shall be included.

(Rev. 6/20)

 - a. Name of individual
 - b. Date and time of observation
 - c. Location of where subject was observed
 - d. Clothing description
 - e. Who suspect was accompanied by
 - f. Any vehicle information.

■	
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■	
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■ [REDACTED]
[REDACTED]

E. Patrol officers shall make every effort to identify potential and actual police hazards and report these to the telecommunicator who shall maintain a Hazard Log.

1. Hazards shall be made available to the on-coming shift by placing this information in the Pass-On Book for dissemination.

(Rev. 6/20)

F. All uniformed police officers engaged in a field assignment must have constant access to radio communications with headquarters.

1. All uniformed police officers shall carry a portable radio with them when engaged in the performance of their duties outside the patrol vehicle.

G. Officers shall communicate with Telecommunications upon arrival at the scene of an incident before leaving their patrol car when they make vehicle stops and when they return to service.

1. Any time an officer makes a traffic stop, he must provide the telecommunicator with location and identifying information on vehicles and/or pedestrians.

H. It shall be the responsibility of the detective or coroner to notify next-of-kin of deceased, seriously ill, or injured persons.

(Rev. 2/21)

1. The assigned Department Chaplain may be called upon to assist with messages of this type.

I. In the event of a line of duty death or serious injury to an officer, it shall be the responsibility of the Division Commander to implement and follow the guidelines set forth in the Rolla Police Department special order governing Line of Duty Deaths and Serious Injuries when making notification of the next-of-kin.

(Rev. 2/21)

J. The detective shall have the responsibility of having the coroner informed when an incident would dictate such notification.

(Rev. 2/21)

K. Any officer who is at the scene of a major incident can notify the street/highway department and/or Public Utilities to effect emergency repairs or restore essential services and to assist in removal of debris from the roadway.

Section 4: Alarm Investigations

(Add. 4/98)

A. It is the policy of this Department to investigate reported alarms.

■ [REDACTED]
[REDACTED]

C. Officers investigating reports of alarms shall make every reasonable effort to include the following information in the computer for the alarm call in question:

1. The name of the person contacted on the scene;
 2. The circumstances that caused the alarm to go off;
 3. Any action taken by the person on the scene;
 4. Whether the alarm was clear prior to the police leaving the scene of the alarm; and
 5. Any other relative information.
- D. If the circumstances warrant, the investigating officer shall write a formal report as to all of the facts and circumstances which become a matter of record.

■ [REDACTED]

- F. Information concerning an alarm system that is out-of-service shall be passed on to the oncoming shift supervisor.

Section 5: Animal Investigations

(Add. 4/98)

- A. It is the policy of this Department to have the Animal Control Officer investigate all cases of animals at large and animal bites.
- B. In the absence of the Animal Control Officer, the commissioned officers of the Department shall ensure the duties of the Animal Control Officer are performed.
- C. In every instance an animal is handled by officers of this Department, the officers will utilize the Department-approved protective gloves.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date May 2, 2025	Rolla Police Department <u>Special Order</u>	Special Order # 542	
Original Issue Date February 12, 1991			
Title Criminal Investigation		Classification II	No. of Pages 42

I. PURPOSE

The purpose of this directive is to establish standardized investigative procedures and to define which element of this agency is to accomplish the preliminary and/or follow-up investigations for various categories of incidents. The ultimate goal is to help ensure that every reported crime receives the follow-up investigation it warrants.

II. POLICY

The standards in this Special Order relate to the criminal investigation function as performed by both uniformed officers and officers assigned to the Division of Criminal Investigations. This is for internal use only; it does not enlarge officer criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting..

Section 1: Adoption of the Division of Criminal Investigations Procedural Instruction Manual

- A. The Rolla Police Department hereby adopts the Division of Criminal Investigations Procedural Instructions Manual as part of this policy.

Section 2: Preliminary Criminal Investigation

B. Responsibilities

- Initially, uniformed officers of this Department are among the first on the scene and normally conduct any and/or all preliminary investigations into an incident, unless the circumstances dictate that it might be more advantageous for a plain-clothes investigator to conduct the preliminary investigation.
- It is the responsibility of the Shift Supervisor to ensure that the most professional preliminary investigation is offered by the responding officer(s). Guidance should be provided in an effort to obtain the essential information and determine the relative importance of the investigation. The supervisor will also ensure that the investigating officer accurately reports in detail all facts revealed during the preliminary investigation.

C. General Guidelines

Guidelines for conducting preliminary criminal investigations include but are not limited to the following:

- Proceed to the scene promptly and safely.
- Give assistance to any injured party.
- Evaluate the situation to determine if a crime has been committed.

4. Note the elements of the offense in order to properly investigate and report the correct crime or incident.
5. Do not accept without question anything he is told. He must observe and note any discrepancies or unusual behavior on the part of persons present.
6. Take action to assure the arrest of a suspect that has fled the scene of the crime or incident. The radio broadcast must be sent without delay.
7. Effect the arrest of the criminal(s).
8. Maintain the crime scene and protect the evidence.
9. Arrange for photographs and collection of evidence.
10. Report the incident fully and accurately.
11. Yield the follow-up investigation responsibility if a detective is available.
12. When circumstances prevent an investigating officer from completing the required preliminary investigation of an incident, as required in these departmental procedures and directives, he shall:
 - a. Complete the initial Incident/Offense Report. Such report shall indicate those points that are covered and those points that need follow up.
 - b. The next on-coming shift shall then have the responsibility of attempting to complete the required preliminary investigation. These efforts shall be shown in a supplemental report filed by the follow-up investigator.
 - c. If the case has not been closed, and investigative leads have been developed, the case will normally be routed to the Division of Criminal Investigations for continued investigation. If, however, all of the preliminary data has been gathered, and no other investigative leads have been developed, the case will be filed in the Department Records Office, pending the development of other investigational leads.
 - d. Officers will not routinely advise the victims of crimes that the case will be referred to the Division of Criminal Investigations of the Police Department for follow-up investigation, or that an investigator will be getting in contact with them. (Rev. 10/96)

C. Locating and Identifying Witnesses

1. Obtain not only a verbal statement from the witness(es), but also a written statement.
2. Identify all witnesses within the narrative of the report.
3. Keep witnesses to an event separated so that they will not collaborate on their version of what happened.
4. Survey the neighborhood for witnesses by conducting an area canvass.

- a. When an officer is conducting a neighborhood survey in an effort to locate witnesses to an incident, the general area to be surveyed is five (5) houses on either side of the location of the incident, and five (5) houses across the street on either side of the house or geographic location of the incident.
- b. The surveying officer should also survey three (3) houses either side of the rear of the house or geographic location at which the incident occurred.
- c. The results of this survey shall be shown in the narrative of the report regardless of the outcome of the survey. The information recorded in the report shall include but not be limited to:
 1. House number where contact was attempted.
 2. Whether contact was made.
 3. First and last name and date of birth of the person(s) contacted.
 4. If contact was made, the information supplied by the person(s). If no information was obtained, the officer shall so indicate in the report.

D. Interviewing the Complainant and the Witnesses

1. Order at the scene must be quickly and tactfully restored.
2. The purpose of this preliminary interview is to obtain as much information as quickly as possible to determine the seriousness of the crime or incident, to identify and locate the perpetrator and to broadcast an alarm.

E. Intoxicated Persons Signing Complaints

1. An individual that appears to be under the influence of intoxicants, drugs, or otherwise disoriented will not be allowed to sign a complaint while in that condition.
2. Officers will investigate the complaint registered; however, legal action cannot take place when the individual is in other than normal condition.
3. Officers will advise the complainant to return when he/she is not under the influence of drugs or alcohol to sign a complaint.

Section 3: Conducting Follow-up Investigations

A. General Guidelines

Guidelines for conducting follow-up criminal investigations include but are not limited to the following:

1. Review all previous reports prepared during the course of the preliminary investigation.
2. Re-interview/interrogate principal victims, witnesses, and suspects.
3. Review departmental records

4. Search for additional information from uniform patrol officers, informants, and witnesses.
5. Review results from laboratory examinations.
6. Disseminate information to appropriate personnel.
7. Plan, organize, and conduct searches.
8. Prepare cases for court presentation/trial.
9. Assist in prosecution.
10. Identify and apprehend suspect.
11. Collect physical evidence including DNA evidence in compliance with statute 650.050 through 650.060 RSMo. (Add. 7/21)
12. Determine involvement of suspect in other crimes.
13. Check suspect's criminal history for similar methods of operation.

Section 4: Specific Types of Investigations, Investigative Criteria Used

A. Death Investigations

It is the policy of this Department to provide the most professional investigation possible for a reported death.

1. General Guidelines
 - a. The scene shall be secured
 - b. The Shift Supervisor shall ensure the following notifications are made:
 1. Duty Officer, who will notify the Chief of Police
 2. Phelps County Coroner
 3. The on-call detective will respond to all death scenes to make an initial assessment of the scene and facts surrounding the case. Detectives, under normal circumstances, will work all death scenes involving incidents where suspicious circumstances exist.
 4. In the event the investigation involves the death of a Rolla Police Department employee, immediate family member of an employee, significant other of a department employee, or any other person closely affiliated with the Rolla Police Department, officers from this department will initially respond to secure the scene. The on-duty supervisor will notify the Chief of Police through his/her chain of command, and the Chief will request investigative assistance from an outside agency. If possible, the outside agency will relieve RPD officers and assume the investigation.

5. For all other deaths, the on-call detective will work all death scenes of individuals 50 years of age and younger regardless of what the circumstances are, and uniformed officers are expected to work all death scenes of individuals 50 years of age or older unless there are suspicious circumstances involved i.e. drug usage, homicide, suicide and etc. If there is a question as to specific circumstances involving a death, contact the on-call detective or Detective Sergeant for guidance.

(Rev. 3/25)

2. Homicide

The following information shall be obtained and entered into the report of investigation:

- a. Identification of person discovering the crime.
- b. How it was discovered
- c. Date of discovery
- d. Time of discovery
- e. Method of reporting
- f. Reason for any delay in reporting
- g. Those present at the time of discovery
- h. Whether the deceased was dead or alive at the time of discovery
- i. Description of the exact location of the body when found
- j. Whether the body was moved prior to police arrival on the scene
- k. If the body has not been moved and is outside, photograph it prior to moving it.

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- l. If the body was moved, who moved it?
- m. If the body was moved, why?
- n. Did the deceased make any dying statements?
- o. The victim's identifiers, to include but not be limited to:
 1. Name
 2. Age
 3. Height
 4. Weight
 5. Race
 6. Gender
 7. Hair Color
 8. Eye Color
 9. Identifying marks
- p. Description of the exact appearance of the body at the time of discovery, to include but not be limited to:
 1. All clothing
 2. Position of the hands
 3. Position of the arms
 4. Position of the legs
 5. Position of the head
 6. Position of the body
 7. Direction the head is pointing
 8. Direction the legs are pointing
 9. Skin condition

- a. Complexion
 - b. Evidence of disease
 - c. Scars
 - d. Tattoos
 - e. Birthmarks
 - f. Wounds
 - g. Other marks
- 10. Teeth
 - a. Natural or false
 - b. Obvious metal work
- 11. Fingernails
 - a. Length
 - b. Condition
 - c. Presence of foreign matter
- 12. Amputations or deformities
- 13. Any and all marks on the body
- q. Record the temperature of the room or area
- r. Record the humidity
- s. Record the wind direction
- t. Record the wind speed
- u. Record any precipitation
- v. Ascertain the medical cause of death
- w. Seize all clothing of the deceased as evidence
- x. Search the scene for papers, diaries, letters, journals, addresses, and phone numbers that may reveal clues to the crime.
- y. Record the following information about any stain:
 - 1. Location
 - 2. Color
 - 3. Amount of drying
 - 4. Condition
 - 5. Density
- z. Photograph the scene
- aa. What is the general appearance of the building?
- bb. What is the general appearance of the room?
- cc. List any signs of violence
- dd. Habits of the deceased
- ee. Friends of the deceased
- ff. Enemies of the deceased
- gg. Neighborhood survey
- hh. Places frequented by the deceased
- ii. Employment of the deceased
- jj. Background of the deceased
- kk. Organizations of which the deceased was member.

ll. Establish the motive:

1. Robbery
2. Arson
3. Revenge
4. Anger
5. Rape
6. Jealousy
7. Profit
8. Sadism
9. Sex motives
10. Insanity
11. Self-defense
12. Other

mm. Money problems of the deceased

nn. Blood type of the victim

oo. Hobbies of the victim

pp. Medical history of the deceased

qq. Whereabouts of the victim for the past 48 hours

rr. Conduct a morgue investigation

ww. List any suspects

3. Sudden Death

The following information shall be obtained and entered into the report of investigation.

- a. Time and date of the call
- b. Manner in which the death was reported
- c. Identification of all persons present on the scene upon arrival
- d. Name and authority of the individual who pronounced the death
- e. Identification of the deceased
- f. State of dress of the deceased
- g. Location of the body
- h. Condition of the body
- i. Attempt to establish the type of death:
 1. Natural causes
 2. Accidental
 3. Suicide
 4. Homicide
- j. If the death is other than of natural causes, the on-call detective will be notified to work the death scene.

(Rev. 6/20)
- k. If the death appears to be of natural causes, and the decedent is 50 years of age and older, the uniform officer or supervisor will have the responsibility of working the death scene. The following information will be obtained:

(Rev. 6/20)

1. Personal physician of the victim

2. Illness being treated
3. Length of illness
4. Medications taken by victim
5. Disposition of the body

4. Sudden Infant Death Syndrome

The following information shall be obtained and entered into the report of investigation:

- a. Skin color of the infant
- b. Lip color of the infant
- c. Fingernail color of the infant
- d. Check the body for waste elimination
- e. General condition of the house
- f. Mental condition of the parents
- g. Behavior of persons present
- h. Position of the body of the infant
- i. Any obvious injuries of the infant
- j. Did the parents try any resuscitation efforts?
- k. Blood tinged froth may be discharged from the infant's nostrils
- l. If possible, the clothes should be left on the infant for examination by the Coroner.
- m. Photograph the general scene
- n. Bedding of the infant should be seized
- o. Items connected to the death should be seized, with special attention shown towards toys.
- p. Interview of the parents is difficult; however, the following information is needed and must be included in the report of investigation:

1. Are there any pets in the house?
2. Have the child, parents, other children, or recent visitors been ill in any way?
3. Have any chemicals been sprayed inside or outside of the house recently?
4. What are the parents' professions?
5. Have any of the other children climbed into the crib of the infant?
6. Has a sibling ever laid on top of the infant?
7. Have the other children recently played "doctor" with the infant?
8. Do children have access to family medicines?
9. Have the parents been drinking alcoholic beverages?
10. Has the infant ever been spanked?
11. Have other children ever suffered injury due to punishment?
12. Did the infant fall recently?
13. Was the infant dropped recently?
14. When did the infant last eat?
15. What did the infant last eat?

- q. Obtain a sample of the meal of the infant.

5. Suicide

- a. Procedures

A death can produce an abundance of physical evidence. The following procedures should be followed when investigating a suicide:

1. Preserve the evidence
 2. The scene should not be disturbed until a search of the area is complete, including a scene sketch and photographs.
 3. Everything left at the scene of the death is to be left in its original position.
 4. Do not prematurely disturb the body.
 5. Examine the floor before raising the search pattern.
 6. Reconstruct the death
 - a. During the reconstruction, positions of articles and persons are reproduced.
 - b. A death theory should not be rejected merely because the officer would not behave in a similar manner himself.
 - c. Do not make assumptions that cannot be supported by evidence.
- b. Death Instrument
1. As a general rule, self-inflicted injuries occur in a predictable manner, and certain inferences can be drawn from the location and physical features of the injury.
 2. Consider the location of the injury.
 3. Consider the extent of damage.
 4. Consider the direction from which the injury was delivered.
 5. Generally speaking, people who commit suicide will choose a manner that is considered painless.
 6. Observations of the officer plus the medical report and laboratory study should provide conclusive evidence for determining if the death was a suicide.
- c. The Body
1. If the body is obviously dead, the officer will not direct the removal of the body until after receiving authorization from the Coroner.
 2. Photographs and measurements are to be completed prior to removal of the body.
 3. Indicate the presence or absence of lividity.
 4. Describe fully any wounds located.
 5. Describe fully the dress of the victim.
 6. Describe fully all visible stains on the floor, walls, and ceiling.
 7. Fingernail scrapings should be taken.
 8. Identify the victim.
 9. Fingerprints may be required after taking the fingernail scrapings.
- d. The Motive
1. Motive for a suicide must be deduced from a study of the victim's behavior.
 2. Usual motives to explain suicide are:
 - a. Old age
 - b. Poor health
 - c. Marital problems
 - d. Frustrated love affair
 - e. Financial problems
 - f. Fear of arrest or imprisonment
 3. Factual information is sought, not mere suspicion
 4. Majority of people who commit suicide give warning of their intent.

e. Suicide Note

1. Attempt to locate a suicide note
2. Photograph the note prior to seizing.
3. Elements of the note to be considered would include:
 - a. Locating the writing instrument for comparison tests.
 - b. Attempt to locate a supply of the writing paper at the scene.
 - c. Place of composition.
 - d. Time of composition.
 - e. Form of the note.
 - f. How addressed
 - g. Type of signature
 - h. Length of note
 - i. Legibility of writing.

f. Autopsy

1. The coroner is the authority for authorizing an autopsy. (Rev. 2/09)
2. A police officer may be present at the autopsy. (Rev. 10/96)
3. The autopsy will be photographed.
4. Officer should ask for standards from the body to be used for comparison purposes during the course of the death investigation.
 - a. Blood standard
 - b. Pubic hair
 - c. Head hair
 - d. Rectal smear
 - e. Vagina smear
 - f. Stomach contents
5. The Coroner will give the "official cause of death."

B. Theft Investigations

1. Robbery

- a. Only those units dispatched shall respond to the scene of the robbery.
- b. Notify Staff Duty Officer
- c. Those units not responding to the scene of the robbery shall attempt to locate themselves along routes that may be an avenue of escape for the robbers.
- d. Side streets are to be checked for abandoned vehicles.
- e. If the suspect escaped on foot, the following areas shall be checked.
 1. Nearby bars
 2. Nearby restaurants
 3. Nearby places open to the public

4. The bus station.
5. Taxi services (Rev. 2/09)

- f. If the escape vehicle is located, protect it for processing.
- g. Survey the immediate neighborhood for witness information as to other vehicles used by the robbers.
- h. Those officers responding to the scene of the robbery shall:
 1. Secure the crime scene.
 2. Summon medical assistance for anyone injured.
 3. Obtain total identification from victims and witnesses.
 4. Obtain a description of the robber.
 5. Determine what was taken.
 6. Determine the type of weapon used.
 7. Determine what exactly was said by the robber.
 8. Determine how many were involved
 9. Determine method and direction of travel used by robber as he left the scene of the crime.
 10. Determine if there were suspicious persons in the area prior to the robbery.
 11. Process the crime scene.
 12. Obtain detailed statements from the witnesses and the victim(s).

2. Burglary

The investigating officer(s) shall address each of the following points in the investigation of all burglaries:

- a. Location of the offense.
 1. Street address
 2. City and state
- b. Date and time of occurrence.
- c. Victim's name
 1. Must be legal name of victim, whether person or business
 2. If business, get name from business license
- d. Victim's address
- e. Victim's telephone number
- f. If business, list the owner or corporate officer as well as company name.
- g. Identify person reporting the crime.
- h. Identify person discovering the crime.
- i. Address how the crime was discovered.

- j. Show date and time the crime was discovered.
- k. Show date and time the crime was reported to the police.
- l. Show manner in which police were notified.
- m. Show type of premises such as:
 - 1. Single-family residence
 - 2. Four-family flat
 - 3. Ten-unit apartment building
 - 4. Sixteen-unit motel
 - 5. 200-bed hospital
 - 6. Six-story office building
 - 7. Fast-food restaurant
- n. Show exact point of entry, if identified.
- o. Show exact point of exit, if identified.
- p. Indicate type of property taken.
- q. Indicate manner entry was gained.
- r. Show efforts of neighborhood survey.
- s. Show any witness information
- t. Obtain written statements from all witnesses
- u. List any evidence seized and location of where it was discovered.
- v. Show manner of theft, such as:
 - 1. Ransack
 - 2. Safe burglary
 - 3. Bank burglary
 - 4. Post Office burglary

3. Larceny

The investigating officer(s) shall address each of the following points when investigating a reported larceny:

- a. Location of the theft.
 - 1. The hundred block and street address
 - 2. City and state
- b. Legal name of the theft victim

(Rev. 5/13)

- c. Type of property taken in the theft
- d. Description of the property taken
- e. Establish manner of the theft, such as:
 - 1. From an auto
 - 2. From a locker
 - 3. Shoplifting
 - 4. Pickpocket
 - 5. Business office
 - 6. Switching items
 - 7. Worthless document
 - 8. Credit card use
 - 9. Con game
 - 10. Forgery
 - 11. Baggage theft
 - 12. Internet Fraud (Add. 6/20)
 - 13. Identity Theft/Fraud (Add. 6/20)
- f. Show location of any evidence that was developed.
- g. Show the evidence that was seized.
- h. Identify the person reporting the theft.
- i. Identify the person who discovered the theft.
- j. Identify manner the theft was discovered
- k. Show time and date the theft was discovered.
- l. Show date and time the theft was reported to the police.
- m. Show manner in which the theft was reported to the police.
- n. Show type of premises where theft occurred.
- o. Show efforts of the neighborhood survey.
- p. Show any witness information.
- q. Obtain written statements from witnesses.
- r. Show a fair value of the items taken
- s. When a crime victim cannot establish the fair-market value of stolen or destroyed property:
 - 1. Officers may and shall resort to the use of department store retail sales catalogs to establish the value.
 - 2. Normally an officer shall use two prices to arrive at an average cost.

3. Officers shall indicate what catalogs were used and how the average value was obtained in the report narrative.

4. Auto Theft

The following items shall be addressed in the preliminary investigation and the results entered into the investigation report:

- a. Location of the theft.
- b. Date of the theft.
- c. Time of the theft.
- d. Description of the vehicle
 1. Year
 2. Make
 3. Model
 4. Color
 5. Style
 6. VIN
- e. The license plate
 1. State
 2. Number
 3. Month and year
- f. Auto Accessories
 1. Stereo
 2. Type of tires
 3. Type of hubcap or wheels
 4. Special motor parts
 5. Special equipment within the vehicle
- g. Were the doors locked?
- h. Were the keys left in the vehicle?
- i. Who has keys to the vehicle?
- j. Who is the legal owner of the vehicle?
- k. How much fuel was in the vehicle?
- l. Was there any obvious vehicle damage that could assist in the identification?
- m. What is the value of the vehicle?
- n. Who is the lien holder of the vehicle?
- o. Who is the registered owner of the vehicle?

- p. Who was the last person to drive the vehicle?
- q. Could the vehicle have been repossessed?
- r. Insurance information
 - 1. Insuring company
 - 2. Type of insurance; i.e., liability only, comprehensive only?
 - 3. Who is the insuring agent?
 - 4. Have there been any recent claims?
- s. Approximate mileage at time of theft.
- t. Was there any other property within the vehicle at the time of the theft?
- u. Were there any witnesses to the parking of the vehicle?
- v. Did the owner notice anything out of the ordinary when the vehicle was parked?
- w. Conduct a neighborhood survey of the area where the vehicle was stolen.
- x. After a motor vehicle has been reported stolen, the investigating officer will ensure that the vehicle information is entered into MULES and NCIC as soon as possible after the preliminary investigation is completed.
- y. Officer should make every effort to obtain a complete description of the vehicle from the victim. The victim is responsible for providing the pertinent information on their stolen vehicle. Officers will not utilize MULES and NCIC as a source of identifying the vehicle as this may lead to the wrong vehicle make, model, VIN and license number being entered as stolen.

(Rev. 6/20)

5. Recovered Stolen Autos

All recovered stolen autos within the City of Rolla will be processed for at least the following:

- a. Ignition checked to determine if it was "hot wired."
- b. Interior and exterior examined for latent fingerprint development.

(Rev. 5/13)
- c. Interior checked for evidence of other crimes.
- d. Trunk examined if access can be gained without damaging the property.
- e. The owner/operator will be consulted in order to determine if any items were taken from or added to the vehicle.

(Add. 5/13)
- f. Interior and exterior examined for DNA evidence.

(Add. 5/13)

- g. Elimination fingerprints or DNA standards will be obtained and submitted when practical.
(Add. 5/13)

6. Stolen/Recovered Art Items

- a. The investigating officer shall complete a Stolen Art Data Sheet (Attachment B) for each item of art stolen or recovered.
- b. A copy of each of these forms shall be included in the case file of the Report of Investigation.
- c. The completed form(s) shall be forwarded to:

U.S. Department of Justice
Federal Bureau of Investigation
ATTN: National Stolen Art File
Document Section, Laboratory Div.
Washington, D.C. 20535

- d. An art object to be considered in the stolen section of the National Stolen Art File is described as a two- or three-dimensional object that was created by or under the direction of an individual considered by the accepted art community to be an artist or designer. The art object should have an estimated value of at least \$2,000 at the time of submission of the data.
- e. A copy of the theft report shall accompany the stolen art data sheets when they are transmitted to the F.B.I.
- f. A photograph of the art object shall be forwarded to the F.B.I. with the other data, if available.
- g. When a stolen art object has been recovered, a letter must be sent to the National Stolen Art File indicating that the item has been recovered so their records can be purged.
- h. All objects which may come under the investigative interest or control of the Rolla Police Department and whose ownership is questioned, shall be searched through the National Stolen Art File. These items shall include art objects that have been:
 - 1. Seized as evidence
 - 2. Abandoned
 - 3. Reported as suspected of being stolen by a confidential informant.

C. Sex Crime Investigations

If the initial responding officer investigating the complaint believes that an actual crime has occurred, the on-call detective shall be notified.

(Add. 10/04)

The investigating officer(s) shall address each of the following points in the investigation of all sex crimes:

- 1. Full identification of the victim.

2. Employment of the victim.
3. Marital status of the victim.
4. Out-of-the ordinary family relationships of the victim.
5. Previous history of such crimes.
6. Exact location of the crime.
7. Location where the preparations for the crime were made.
8. Places visited by the victim prior to the commission of the crime.
9. Places visited by the perpetrator prior to the commission of the crime.
10. Persons seen prior to the crime by the victim.
11. Persons seen prior to the crime by the perpetrator.
12. Route taken from the last place of safety to the crime scene.
13. Location of the rooms, if the crime occurred inside of a building (the floor plan).
14. Other establishments passed along the route (if the victim is not familiar with the area).
15. Specific force used.
16. Description of a weapon that was used.
17. Photographed areas of the body to which force was used.
18. Statements or utterances of the accused while committing the crime.
19. Nature and degree of resistance offered by the victim.
20. Duration of the resistance.
21. Utterances of the victim while the crime was being committed.
22. Screams and outcries of the victim.
23. Movements of the accused and the victim subsequent to the offense:
 - a. Paths followed
 - b. Road used
 - c. Places passed
 - d. Persons seen
24. Complete vehicle description, if one was used.

25. To whom did the victim first report the crime?
 26. When was it first reported?
 27. How was it reported to the police?
 28. When was it reported to the police?
 29. Who reported the crime to the police?
 30. Was the victim's report of the offense voluntary or was it persuaded?
 31. Where was the medical examination made?
 - a. The officer or investigator shall encourage the victim to go to the hospital and complete a sexual assault kit, if it has not already been done.
- (Add. 10/04)
32. Who made the medical examination?
 33. What was the result of the medical examination?
 34. What was the extent of the medical examination?
 - a. The physician's report should include all wounds examined and photographed.
 - b. Foreign material:
 1. Traces of blood
 2. Traces of dirt
 3. Traces of other material
 - c. Fingernail scrapings
 - d. Hair samples from:
 1. head
 2. arm pits
 3. pubic area
 4. legs
 5. eyelashes
 6. eyebrows
 7. forearms
 - e. Blood samples of the victim are to be taken.
 35. The same item samples are to be taken from the suspect. (See Item 34 of this instruction.)
 - a. The officer or investigator may, in lieu of a blood sample, obtain a DNA sample from the suspect by way of a buccal swab (Sterile Q-tip). The DNA sample should be obtained by swabbing the interior of the suspect's mouth/cheek area for approximately 15-20 seconds. The swab then needs to be air dried and placed into evidence and sent to the lab for analysis.

36. Seize the victim's clothing.
37. Seize the rug, bedding, and other items at the scene of the crime.
38. Was the victim pregnant?
39. If pregnant, obtain the stage of pregnancy?
40. Does the victim know the perpetrator?
 - a. How long?
 - b. Under what circumstance?
 - c. How often do they see each other?
41. Alibi of the accused.
42. Previous criminal record of the accused.
43. Social history of the accused.
44. Military history of the accused.
45. Associates of the accused.
46. Motivation:
 - a. Experimentation
 - b. Compelling urge
 - c. Intoxication
 - d. Revenge
 - e. Other

D. Assault Investigations

1. It shall be the policy of this Department to investigate all reported assaults even if the victim does not desire prosecution at the time of the incident.
2. If there is a stabbing or shooting, the Duty Officer shall be notified. It will be the Duty Officer's decision as to whether a detective is notified.

(Add. 10/04)

3. Responding to the Call
 - a. Of immediate concern is rendering treatment to the injured party. Assist the injured even if it means the suspect escapes. If injuries are not serious, pursuit of the suspect would be in order.
 - b. Use caution when moving through a crowd; others may attempt to prevent you from breaking up a fight in progress.

- c. Upon reaching the fighters, specifically direct loud commands. Your presence will usually break up the affray; if not, use physical restraint to stop the fight.

(Rev. 6/20)

- d. Calm the participants in the fight, obtain the facts, and decide on a course of action. In sizing up the situation, you will have to determine the following:

- 1. Who started the fight
- 2. Who was involved
- 3. Extent of involvement
- 4. Witnesses to the fight
- 5. What injuries occurred
- 6. Whether weapons were used

- e. After obtaining this information, decide the next course of action:

- 1. Arrest
- 2. Warning
- 3. File citizen complaint

2. Investigative techniques

- a. First contact:

- 1. Interview victim to establish elements of offense.
- 2. Search crime scene for evidence related to offense.
- 3. Interview witness observing fight and obtain statements.

- b. Second contact:

- 1. Probe for assault motive
- 2. Question suspect to establish motive intent, opportunity, prior history, and relationship to victim.

3. Report the Offense

- a. An offense report will be made even if victim does not wish prosecution at that time.

4. Make complete investigation, to include all elements of the offense.

E. Fire Investigations

1. General Guidelines

- a. When first dispatched to the scene of a residence or business fire, the first officer to arrive on the scene will assess the situation and make note of the following:

- 1. Size of the fire
- 2. Exact location of the fire
- 3. Whether there are injured or trapped persons inside
- 4. Whether there are any parked vehicles that would be a hindrance to fire fighters arriving on the scene.

- b. Officers' vehicles shall not be parked in such a manner that would hamper the action of the fire fighter.
- c. The first officer on the scene shall report his findings of those items outlined in paragraph "a" of this section to the Watch Supervisor as soon as the assessment has been made.
- d. The Watch Supervisor shall direct his subordinates in such a manner so as to:
 - 1. Keep traffic lanes open for arrival and departure of emergency vehicles,
 - 2. Route normal traffic so as to avoid congestion,
 - 3. Provide crowd control,
 - 4. Locate the owners of vehicles in the area to have them removed if the need arises, and
 - 5. Assist the Fire Department and ambulance service, as required.
- e. If the fire is of suspicious origin or suspected to be arson, it will be the responsibility of the fire chief or his designee to notify the state fire marshal's office to assist them in the investigation. If the fire is determined to be an arson, an officer will be requested to take the initial report. The on-call detective will be called out to assist with the follow-up investigation, if requested by the fire marshal, which may include but not be limited to conducting interviews and effecting arrests.

(Rev. 6/20)

2. Arson

(Rev. 6/20)

- a. The following information shall be obtained and shown in the initial report:
 - 1. Address of the fire
 - 2. Name of the building & owner
 - 3. Date of the fire
 - 4. Time of the fire
 - 5. Estimated value of property damage
 - 6. Whether structure was inhabited, abandoned or not in use
 - 7. Who determined the fire to be an arson

3. Auto Arson

(Rev. 6/20)

- a. The following information shall be obtained and shown in the initial report:
 - 1. Address of the fire
 - 2. Owner of vehicle
 - 3. Vehicle description
 - 4. Date of the fire
 - 5. Time of the fire
 - 6. Estimated value of property damage
 - 7. Who determined the fire to be an arson

F. Counterfeiting Investigations

When a crime of counterfeiting has been discovered, the following procedures will be followed:

- 1. Recognizing the counterfeit bill

- A. The red and blue colored fibers on genuine paper will not erase
- B. Compare the questionable bill with a genuine bill of the same type
- C. Shading, such as in the head, hair, and cross lines, on a genuine bill are clear and sharp; on a counterfeit bill, the same lines will be globbed and unclear.
- D. The Treasury Seal on genuine bills are sawtoothed, identical, and sharp. On a counterfeit bill, these points will be uneven or broken.
- E. Serial numbers on the counterfeit bill may be a different printing style, poorly reproduced, badly spaced or unevenly aligned.
- F. Details on the back of the note are sharp and shading lines are easily noticed. On a counterfeit bill, the green areas may be solid in color.

2. Types of United States Currency

- a. Federal Reserve Notes have green serial numbers and Treasury Seal.
- b. United States Notes have red serial numbers and Treasury Seal.
- c. Silver Certificates have blue serial numbers and Treasury Seal.

3. Passing the Counterfeit Bills

- a. Most common places counterfeit bills are passed:
 - 1. Department stores
 - 2. Liquor stores
 - 3. Supermarkets
 - 4. Gasoline stations
- b. The counterfeit bill is usually passed to make a small purchase.
- c. Passers usually select rural areas or shopping centers to pass the bills.
- d. Bills are normally passed during peak shopping hours
- e. Denomination of bills most commonly counterfeited:
 - 1. \$100.00
 - 2. \$10.00
 - 3. \$20.00

(Rev. 2/09)

4. Describing the counterfeit note

- a. Denomination of counterfeit bill
- b. Type of note:
 - 1. Federal Reserve Note
 - 2. Silver Certificate

3. United States Note

- c. The Federal Reserve Bank (Shown on the lefthand seal on Federal Reserve Notes only.)
- d. The check letter (Located under the number in the upper left corner and above the denomination number in the lower righthand corner.)
- e. The faceplate number (A three-digit or more number located in right margin on the face of the bill between the denomination numbers.)
- f. The backplate number (Located in the same position as the faceplate number only on the reverse side of the bill.)
- g. The series number (Located to the lower-right below the portrait of the president.)
- h. The serial number.

5. A federal offense

- a. United States Secret Service is the authority
- b. All information concerning counterfeiting is to be passed on to the Division of Criminal Investigations, who will then in turn pass the information on to the United States Secret Service (St. Louis Office)

(Rev. 10/04)

c. Items that may be counterfeited:

- 1. U.S. currency
- 2. Bonds
- 3. Checks
- 4. Stamps
- 5. Food stamps
- 6. Official Documents

6. Information that will be included in the report:

- a. Establish the fact that the bill is counterfeit. List all checks you made to determine this fact.
- b. Who the complainant received it from
- c. Time it was received
- d. Date it was received
- e. Was it in payment for merchandise or services?
- f. Is the identity of the passer known?
- g. Is he still present in the immediate area?
- h. What type of bill is it?

1. Federal Reserve Note (green serial numbers)
2. United States Note (red serial numbers)
3. Silver Certificate (blue serial numbers)

i. Description of the note:

1. Denomination
2. Type of note
3. Federal Bank
 - a. Check letter
 - b. Faceplate number
 - c. Backplate number
 - d. Series

j. Seize the bill as evidence

k. Obtain name of United States Secret Service agent notified.

7. Marking the bill for evidence

- a. Initial and date
- b. Place same in clear plastic envelope

8. Information to obtain if the passer is located:

- a. Did the passer come in contact with the bill in an innocent manner?
- b. Are there accomplices in the area?
- c. Did the passer have the opportunity to destroy other bills prior to the arrival of the police?
- d. Does the passer have any other counterfeit bills on his person?
- e. Does the person have receipts for merchandise that has been purchased in the area?

G. Liquor License Violations

(Add. 4/98)

1. Officers and employees of this Department will review the Revised Statutes of the State of Missouri and the Rolla City Ordinances so as to become familiar with the various laws and ordinances that pertain to establishments licensed to sell alcoholic beverages.
2. When an officer of this Department investigates a reported violation of a State liquor license law or a Rolla City ordinance, he will complete a full report of the investigation. This report will include the full details of the investigation, as well as the following special information:
 - a. The type of license that was issued to the premises by the State of Missouri;
 - b. The type of license that was issued to the premises by the City of Rolla;

- c. The number of the State liquor license;
- d. The number of the City liquor license;
- e. The name to which the State liquor license is issued;
- f. The name to which the City liquor license is issued;
- g. The expiration date of the State liquor license; and
- h. The expiration date of the City liquor license.

H. Obscene Telephone Calls (Add. 4/98)

The obscene telephone call represents abnormal behavior that could be potentially dangerous. Persons who make obscene telephone calls find gratification from the response of the recipient. The obscene telephone call should not be considered as just another nuisance call.

1. The following information shall be included in the report of investigation:

- a. The time of the call(s).
- b. The complainant's telephone number and telephone service provider.
- c. Is the number listed?
- d. What name is the number listed under, as it appears in the directory?
- e. Information from Caller ID. (Add. 2/09)
- f. What is the complainant's place of employment?
- g. Where does the complainant contact most people?
- h. How long did the call last?
- i. What were the exact words of the caller?
- j. What was the action taken by the recipient on each call?
- k. Did the caller ask for someone by name?
- l. Did the caller appear to know much about the recipient?
- m. Who was at the location when the call was received?
- n. Where was the call received (home, work, landline, mobile device, etc.)?
- o. Were there any noticeable background noises?

(Rev. 2/09)

(Rev. 6/20)

- p. What was the sex of the caller?
 - q. Obtain a description of the voice:
 - 1. High
 - 2. Low
 - 3. Strained
 - 4. Excited
 - 5. Whisper
 - r. Was the voice disguised?
 - s. Does the recipient have any suspects?
 - t. Was there any publicity about the victim in the last two weeks?
 - u. Has the recipient had a broken affair lately?
 - v. Have there been any recent salesman contacts?
- 2. After gathering the above information, the officer may determine if the caller is harmless or if there may be a danger.
 - 3. The victim should be instructed to keep an accurate record of any additional calls received.
 - 4. Patrol efforts of the immediate neighborhood should be increased in an effort to locate:
 - a. A suspicious vehicle cruising the neighborhood;
 - b. A suspicious person walking around the victim's residence; and
 - c. Anything else that appears to be out of the ordinary.

I. Annoying Telephone Calls (Add. 4/98)

- 1. The following procedure shall be followed when investigating an annoying telephone calls incident.
 - a. These are nuisance calls and are possibly harmless; however, when they annoy an individual, an investigation will be made.
 - b. The officer will prepare a police report of the investigation.

J. Peddler Complaints (Add. 4/98)

- 1. It will be the policy of this Department to investigate all report of persons conducting business without a license or under suspicious circumstances.
- 2. Peddlers are required to be licensed.
- 3. Ignorance of being required to have a permit is not total excuse for the officer not to provide a proper investigation of the incident.

4. When interviewing a peddler, the officer shall determine the peddler's authenticity through possession of the required license and documentation.
5. Those who do not have the required documentation shall be investigated further as possible burglary or fraud suspects. This does not mean the officer should effect an arrest at this time; however, the officer should investigate the matter further.
6. A commonly used excuse is that the company is involved in the sale of inter-state commerce and that local laws do not apply to them. THIS IS NOT TRUE.
7. An arrest for soliciting without a permit can be made on the basis that the offense was committed in your presence. However, observing a person going door-to-door without a permit is not total cause for effecting the arrest. The officer will need to questions persons actually contacted by the peddler. Written statements will be needed by the officer in order to prosecute the case in court.
8. The officer should indicate the total findings of the investigation in a report submitted through the proper channels.

K. Internet Crimes Against Children

(Add. 11/10)

1. Definitions

- a. A "proactive investigation" is designed to identify, investigate and prosecute offenders, which may or may not involve a specific target, and requires online interaction and a significant degree of pre-operative planning.
- b. A "reactive investigation" involves the investigation and prosecution of a known target(s), and where the need to proceed with the investigation is urgent. It also includes a response within the community or area of jurisdiction to a specific complaint brought to your attention by another law enforcement agency, a reputable source of information such as the Cyber-Tipline at the National Center for Missing & Exploited Children or a large Internet Service Provider. Finally, we must also respond to complaints made by citizens, schools, libraries or businesses who believe illegal material has been transmitted or potentially dangerous situations, such as child lure attempts have been communicated through the internet.
- c. The term "Internet Crimes against Children (ICAC)" includes both proactive and reactive investigative activities as outlined above
- d. An investigation is deemed to be "urgent" when there is a reasonable belief that the target presents an imminent threat to the well-being of potential victims.

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- b. Absent exigent or unforeseen circumstances, all ICAC online investigations shall be conducted in government workspace as designated by the agency.
- c. All Undercover computers and software will be kept secured at all times in the designated office located within the police department building.

4. Case Predication and Prioritization

- a. Cases may be initiated by referrals from the CyberTipline, Internet service providers, or other law enforcement agencies, and by information gathered through subject interviews, documented public sources, direct observations of suspicious behavior, public complaints, or by any other source acceptable under agency policies.
- b. The ICAC Undercover Investigator is responsible for determining investigative priorities and selecting cases for investigation. Assuming the information is deemed credible, that determination should begin with an assessment of victim risk and then consider other factors such as jurisdiction and known offender behavioral characteristics. The following prioritization scale was established by the ICAC Task Forces and will apply to the assignment of cases within the agency:
 - 1. A child is at immediate risk of victimization;
 - 2. A child is vulnerable to victimization by a known offender;
 - 3. Known suspect is aggressively soliciting a child(ren);
 - 4. Traders of images that appear to be home photography with domiciled children;
 - 5. Aggressive, high-volume child pornography traders who either are commercial distributors, repeat offenders, or specialized in sadistic images;
 - 6. Traders and solicitors involved in high-volume trafficking or belong to an organized child pornography ring that operates as a criminal conspiracy;
 - 7. Traders in previously known images;
 - 8. Traders in digitally altered images.

5. Recordkeeping

- a. ICAC investigative units shall be subject to the existing agency incident reporting procedures and case supervision systems. Investigators will obtain a case number at the outset of each case and fully document their activities through the completion of initial and supplemental reports. Reports will be completed and reviewed by a supervisor in a timely fashion. As with any other type of investigation case management activities will occur in accordance with existing departmental policies and procedures. Closeout reports will indicate the manner in which a case has been resolved with copies forwarded to the prosecutor's office and/or the law enforcement agency continuing the investigation where applicable.

6. Evidence Procedures

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7. Information Sharing

- a. Conventional boundaries are virtually meaningless in the electronic world of the Internet and the usual constraints of time and distance do not apply. These factors increase the possibility of investigators targeting one another, investigating the same subject, or inadvertently disrupting an ongoing investigation. To foster coordination, collaboration, and communication, investigators are required to contribute basic case information to a common database. Federal Guidelines have been established through the Department of Justice's ICAC Task Force Information Sharing Working Group.

8. Supervision

- a. Existing agency supervisory systems and procedures shall apply, with specific emphasis on observation, documentation, and periodic evaluation of cases assigned to undercover investigators. Given the nature of these investigations, consistent and on-going supervision of these cases and investigative personnel assigned to the unit is essential.
- b. At a minimum, management or supervisory practices shall include:
 - 1. Review of ICAC Task Force investigative reports
 - 2. Periodic review of undercover session records
 - 3. Direct participation in formulating undercover investigative plans and establishing investigative priorities
 - 4. Development of work schedules including prior approval of specific overtime expenditures
 - 5. Assessment of equipment and training needs
 - 6. Review and approval of any fiscal matters

9. Selection of ICAC Investigative Personnel

- a. Prior to initiating on-line undercover investigations, investigators assigned to the Rolla Police Department's ICAC Investigations Unit shall have completed the following ICAC Training courses as a minimum:
 - 1. ICAC Undercover Chat Investigations

2. ICAC Investigative Techniques

Section 5: Investigative Procedures

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(Rev. 4/10)

K. Recorded Interviews & Interrogations

(Total Revision 4/10)

1. Specifications for Recording Interviews & Interrogations

- a. All completed interview/interrogation recordings (tape/DVD/other media) shall be processed as evidence.
- b. Interviews or interrogations may be recorded under any circumstances, with or without knowledge or consent of the person being interviewed/interrogated.

- c. Recordings shall be any form of audio tape, video tape, motion picture or digital recordings. The recording device should be inspected prior to use, to determine its operating condition.
- d. When an officer of this Department uses the video recording system for interviews and interrogations, the officer shall ensure the video camera is positioned to include all persons involved in the interview/interrogation within the field of view.
- e. When an employee of this Department records an interview or interrogation, it is recommended that the following be included on the recording, in the order reflected:
 - Introduction
 - Miranda Rights, if they apply
 - Statement
 - Questions and answers
 - Conclusion
- f. It should be noted that during certain investigations an officer may not want to disclose the fact that an interview/interrogation is being recorded. In the event that the recording process is not being kept confidential it is recommended that the officer:
 - 1. explain on recording that the conversation is being recorded.
 - 2. immediately state the following items at the beginning of the recording, after advising the suspect that the conversation is being recorded:
 - a. the time;
 - b. the date;
 - c. the location where the interview or interrogation is being conducted;
 - d. who is present during the interview or interrogation;
 - e. the Miranda Warning, if applicable
- g. An Interview Form (Attachment A or #542-A) is available to the officer, if desired. If used, it should be completed by the interviewing officer prior to starting the recorder.
 - 1. If used, the interviewing officer should read aloud the top portion of Form #542-A at the very beginning of the interview.
 - 2. If the Miranda Rights apply, these are to be read at this point.
 - 3. Interview is to be conducted.
 - 4. The interviewing officer should complete and read aloud the bottom portion of Form #542-A at the conclusion of the interview.

2. Interviews/Interrogations Required to be Recorded

- a. Pursuant to Section 590.700 RSMo, all custodial interrogations of persons suspected of committing, or attempting to commit, any of the following major crimes shall be recorded, if feasible: (Rev. 5/25)

1. Homicide
2. First and 2nd Degree Murder
3. Assault in the 1st Degree
4. Assault of a Law Enforcement Officer in the 1st Degree
5. Domestic Assault in the 1st Degree
6. Elder Abuse in the 1st Degree
7. Robbery in the 1st Degree
8. Arson in the 1st Degree
9. Forcible Rape
10. Rape in the 1st Degree
11. Forcible Sodomy
12. Sodomy in the 1st Degree
13. Kidnapping
14. Kidnapping in the 1st Degree
15. Statutory Rape in the 1st Degree
16. Statutory Sodomy in the 1st Degree
17. Child Abuse
18. Child Kidnapping

- b. Officers shall not be required to record an interrogation under any of the following circumstances:

1. If the suspect requests that the interrogation not be recorded.
2. If the interrogation occurs outside the State of Missouri.
3. If exigent public safety circumstances prevent recording.
4. To the extent the suspect makes spontaneous statements.
5. If the recording equipment fails.
6. If recording equipment is not available at the location where the interrogation takes place.

L. Background Investigations

1. Criminal investigations frequently involve background investigations of persons, businesses, etc. Additionally, the licensing of some businesses require background investigations of persons. Such investigations shall be conducted discreetly and with special precautions. Procedures to be employed when conducting background investigations will include, but not be limited to:
 - a. Identifying the purpose of the investigation
 - b. Identifying potential sources of information:
 1. Family

2. Friends
 3. Past/Present Employers
 4. References
- c. Use of the information collected.
 - d. Controlling distribution of related records
 - e. Purging the records

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 5:B:1:g "A photographic negative...has been altered."
Section 5:G:5:e "When the plaster...pieces of wood."
Section 4:C:40-41 "Reputation of the...a false report?"
Section 4:C:44 "Reputation of the accused."
Section 4:C:50 "Definitions of deviate...Forcible sex."
Section 4:E:2:5-78 "Time alarm...investigating agent."
Section 4:E:3:a:1-3 "Motive...would be jeopardized."
Section 4:E:1:e:1 "Notify the State Fire Marshall's office."
Section 4:H:4 "The victim should...Hold and Trace."
Section 4:I:1:c "If the calls...Hold and Trace."
Section 5:B:1:l-m "Color images...usually acceptable."
Section 5:B:2 "Arson"
Section 5:E:2:d "These prints...transfer to the paper."
Section 5:K:1:c:1 "If a tape recorder...of the same tape."

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 543	
Original Issue Date April 15, 1997			
Title SWAT Team		Classification I	No. of Pages 3

I. PURPOSE

The purpose of this Special Order is to establish the governing regulations in the selection, training, equipping and use of the Rolla City Police Department SWAT Team.

It has been shown that the presence of a highly trained, highly skilled police tactical unit substantially reduces the risk of injury and loss of life to those involved in high risk incidents. Therefore, it is the policy of the Rolla City Police Department (“Agency”) to utilize a specially trained unit of officers with alternative weapon capabilities and training to resolve high risk incidents while attempting to minimize the potential for injury or death to those involved. This Special Weapons and Tactics Unit (The “SWAT Team” or “Team”) will receive specialized training and equipment to enhance its ability to bring high risk incidents to a successful conclusion. The mission of the SWAT Team is to save lives by attempting to reduce the risk of injury and loss of life to hostages, innocent citizens, law enforcement officers and suspects.

II. POLICY

This is for internal purposes only; it does not enlarge the officer’s criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Mission

A. The mission of the Rolla City Police Department SWAT Team is to support the Rolla Police Department, surrounding agencies, and any other requesting law enforcement agency with a tactical response to critical incidents. When a critical incident occurs, the SWAT Team will be activated. Critical incidents consist of, but are not limited to, the following:

1. Hostage Situations: The holding of any person(s) against their will by an armed suspect(s) or a suspect(s) who is believed to be armed and prepared to kill the hostage.
2. Barricade Situation: The stand-off created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police orders.
3. Counter Sniper Situations – The firing upon citizens and/or police by an armed suspect(s), whether stationary or mobile.
4. High-Risk Apprehension – The arrest or apprehension of armed or potentially armed suspect(s) where the likelihood of armed resistance is high.
5. High-Risk Warrant Service – The service of search or arrest warrants where the warrant service matrix recommends or requires the use of the SWAT Team.
6. Personal Protection – The security of special persons, such as VIP’s, witnesses, or suspects, based on threat or potential threat to the well-being of those persons.

7. Special Assignments – Any assignment approved by the Chief of Police or the SWAT Commander, based upon a high degree of potential threat.
8. Search and Rescue – TBD

B. In order to accomplish its mission, the Rolla City Police SWAT Team will:

1. Establish a Standard Operating Procedures Manual (SOP) that governs the selection, training, deployment and operational philosophy for the team. The SOP Manual will be the internal document which governs the direct control of the team. The manual will be reviewed annually by the SWAT Command and SWAT Team Leader and approved by the Chief of Police.
2. Maintain a minimum training standard of 8 hours per month to focus on specialty skills.
3. Provide in house tactical training to the Rolla Police Department.

Section 2: Procedure for Activating the SWAT Team

A. SWAT Team activations take precedence over all other assignments within the Rolla Police Department. Members of the Team are subordinate to the Team Commander and Team Leader until the Team Commander or Leader determines that the activation is over.

B. In the event of an emergency, the Duty Officer or on-duty supervisor or any other equivalent officer has the authority to immediately activate the team for any critical incident based on the activation procedure below.

C. Under normal circumstances, the activation will commence by the on-duty supervisor contacting the Duty Officer and providing them the initial incident details. The Duty Officer will then contact the SWAT Team Commander or Team Leader and provide the incident details. The Team Leader will contact the Central Communication Shift Supervisor and indicate the response code to be sent to the Team. The call-out will commence and follow the specified call out procedure.

D. The Rolla City Police SWAT Team is available to any requesting law enforcement agency as long as the request falls under the mutual aid agreement that is pre-approved by the Chief of Police. When a request for the team is received it shall be immediately forward to the SWAT Team Commander or Team Leader who will determine if the situation warrants the activation of the team. If the situation warrants the activation of the team, the Team Commander will contact the Chief of Police to notify him of the activation and whether the request falls under the pre-approved agreement. If not, the team may be activated on a case by case basis with the approval of the Chief of Police.

E. Any division within the Rolla Police Department, or any other agency, may request the assistance of the Team in planning or conducting appropriate operations. The division/agency commander or their designee will contact the Team Commander with the request. The Team Commander, if he approves the use of the team, will then follow the described procedures for team activation.

Section 3: Command Responsibilities

A. The Rolla City Police SWAT Team believes in and supports the Incident Management System. The ranking officer on-scene becomes the Incident Commander and the SWAT Team Commander becomes the tactical commander. In terms of tactical issues the SWAT Team Leader is responsible for deployment, decision making and tactical resolution of the incident. The Incident Commander manages the overall incident; the SWAT Team Commander manages the tactical portion of the incident and provides Administrative support to the Team Leader.

B. The Incident Commander will establish a Command Post (CP). It is highly recommended the Incident Commander receive guidance from the SWAT Team Commander regarding the location of the CP to ensure the safety of the officers and civilians operating in the area. The SWAT Team Commander will operate the Tactical Operations Center (TOC) out of the CP or in an area near the CP to ensure adequate communications.

Section 4: Team Description

A. The Rolla Police Department SWAT Team will consist of a leadership team, entry team, marksmen observer team, and a tactical emergency medical team. The organization and standards for each team will be governed the by SOP Manual.

Section 5: Response to Resistance (AKA Use of Force)

A. The Rolla Police Department Policy Manual will be the governing document for all response to resistance investigations. It will be the responsibility of the Team Leader or Assistance Team Leader to meet all investigative and reporting requirements listed in policy.

Section 6: Authority

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletion from previous policy:
Complete Re-write

Effective Date August 26, 2025	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	Special Order # 544	
Original Issue Date December 1, 1988			
Title Juvenile Operations		Classification II	No. of Pages 10

I. PURPOSE

The purpose of this policy is to establish procedures for juvenile operations. Beyond enforcing the law with respect to juvenile offenders, the Rolla Police Department shall make a firm commitment to develop programs designed to prevent juvenile delinquency.

II. POLICY

It is the policy of this Department to observe the rights of juveniles, to apprehend juvenile offenders and seek effective adjudication, and to protect juveniles who may become victims of abuse, neglect or exploitation. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Juvenile Investigation Procedures

- A. The Rolla Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.
- B. Agencies involved with juvenile problems and treatment of delinquency include:
 - 1. Phelps County Juvenile Office
 - 2. Phelps County Juvenile Court
 - 3. Missouri Department of Social Services
 - a. Phelps County Children's Division
 - b. Division of Youth Services
 - c. Compass Health

(Rev. 8/25)

C. Judicial Custody

- 1. The taking or retention of custody of the person of a juvenile in either protective custody or detention.

(Rev. 10/09)

D. Juvenile

- 1. A person under the age of 18; or

2. A person under 21 years of age who is subject to jurisdiction of the court.

(Rev. 10/09)

E. Legal Custody of a Juvenile

1. The right to the care, custody, and control of a juvenile; and the duty to provide food, clothing, shelter, ordinary medical care, education, treatment, and discipline to a juvenile.

Section 2: Phelps County Juvenile Officer

- A. It shall be the responsibility of the Criminal Investigation Unit to inherit the juvenile operations function for the Department.
 1. Anytime this policy is reviewed or revised, the Phelps County Juvenile Justice System shall be consulted for comment.
 2. The responsibility for participating in or supporting the Rolla Police Department juvenile operations function shall be shared by all personnel.
 - a. An annual evaluation of all enforcement and prevention programs relating to juveniles shall be conducted by the Division of Criminal Investigations.

Section 3: Operations

- A. When officers of this Department are dealing with juvenile offenders, the least coercive among reasonable alternatives shall be used; consistent with preserving public safety, order and individual liberty.
- B. Youthful offenders may be dealt with by:
 1. Outright release with no further action;
 2. Release to parent or guardian
 3. Referral to Juvenile Court.
- C. Police Officers' statutory obligation under the revised statutes of Missouri (211.059) directs all Police Officers that:
 1. When a child is taken into custody with or without a warrant for an offense in violation of the juvenile code or the general law, which would place the child under the jurisdiction of the Juvenile Court, pursuant to Subdivision (2) or Subdivision (3) of Subsection 1 of Section 211.031, the child shall be advised per Miranda (attachment A), by the Juvenile Officer, or by a designee trained by the Juvenile Officer, prior to questioning:

(Rev. 08/25)

- a. That he has the right to remain silent;
- b. That any statement he does make to anyone can be used against him;

- c. That he has a right to have a parent, guardian, or custodian parent during questioning;
 - d. That he has a right to consult with an attorney, and that one will be appointed to him and paid for if he cannot afford one.
 - e. If the child indicates in any manner and at any stage of questioning, pursuant to Subdivision (2) or Subdivision (3) of Subsection 1 of Section 211.031 RsMO, that he does not wish to be questioned further, the officer shall cease questioning.
2. If the juvenile is twelve (12) years of age or older and has committed an act which would be a felony if committed by an adult, the court may permit the juvenile to be prosecuted as an adult.
(Rev. 10/09)
- a. If the juvenile is of any age and has committed one of the following: first degree murder, second degree murder, first degree assault, forcible rape, forcible sodomy, first degree robbery, distribution of drugs, or has two or more prior unrelated felony offenses, the court shall order a hearing and may permit the juvenile to be prosecuted as an adult.
(Add. 10/09)
3. According to Section 211.031.1 (6) RSMo, a person 17 years of age who has been found to be abused or neglected may be detained by the Juvenile Court and placed in foster care.
4. According to Section 211.063 RSMo, status offenders cannot be held in a secured detention for a period of more than 24 hours; unless the Court after a hearing finds that the juvenile has a record of willful failure to appear at juvenile proceedings or has a record of violent conduct resulting in physical injuries to self or others.
5. The guidelines specified in S.O. #542 (Criminal Investigation) shall be followed regarding the recording of juvenile interviews and interrogations.
(Add. 4/12)
- D. When taking any juvenile into judicial custody, the officer must notify the child's parent or legal guardian immediately. The officer shall also notify the Juvenile Officer.
- 1. The officer must furnish all facts in his possession to any persons interested and having legal custody of the child and the reasons for taking the child into judicial custody.
- E. A juvenile may be taken into judicial custody when:
- 1. It is pursuant to an order of the Juvenile Court;
 - 2. It is pursuant to the laws of arrest applicable to adults;
 - 3. Based on probable cause for an ordinance violation, misdemeanor, or felony.
 - 4. It is reasonable to believe that the juvenile is suffering from illness or injury or is in danger of personal harm by reason of his surroundings and that his immediate removal is necessary.
- F. When a juvenile has been taken into judicial custody, the officer taking the child into custody shall:
- 1. Notify the parent, legal guardian or other responsible adult as soon as possible after taking the child into custody.

2. Make all reasonable efforts to establish contact as soon as possible, if immediate contact is not established. Document the date and time of attempted contact(s).

(Rev. 11/02)

G. A juvenile that has been taken into judicial custody shall not be detained, but shall be released at once to his parents, guardian or other responsible adult unless:

1. The Juvenile Officer/Court has ordered the juvenile be detained, or;
2. Detention is required to protect the juvenile or the person or property of others, by the authority of the Phelps County Juvenile Officer, or;
3. The juvenile may flee or be removed from the jurisdiction of the Juvenile Court, or;
4. The juvenile has no parent, guardian, or other responsible adult to provide care and supervision for him and return him to the Juvenile Court when so required.

(Rev. 8/25)

Section 4: Reporting

A. Whenever an officer takes a juvenile into judicial custody, he shall prepare a detailed report that reflects the information that is known to the officer when the child was taken into custody. The report shall include, but not be limited to.

1. The details of the circumstances warranting the taking of the juvenile into custody;
2. The officer's authority for taking the child into judicial custody;
3. Any notifications the officer made, including the time and date of the notification;
4. Any force or restraint that was used on the juvenile;
5. The reasons for using any restraints or force;
6. Other special juvenile documents that may be required in other Departmental policy or procedure.

(Rev. 08/25)

B. The juvenile's rights during temporary detention are as follows:

1. He may immediately telephone his parent or guardian as well as his legal counsel;
2. His parent or guardian and legal counsel may make an initial visit at any time;
3. Juvenile suspects shall not be interrogated without a parent or guardian and juvenile officer being present.

(Rev. 10/96)

- a. The only exception to this requirement would be at the direction of, or the approval of, the juvenile officer to proceed without his/her presence.

(Add. 4/06)

C. There are no standards or restrictions relative to the interview of a juvenile beyond that for adults that would create a situation of duress.

D. Miranda Rights relative to self-incrimination apply to a juvenile in the same manner as an adult.

E. Contacting the juvenile while at school.

- 1. Unless the subject is a suspect or essential witness to a serious offense, officers are discouraged from making contact with the juvenile at school.
- 2. Regardless of the seriousness of the offense, if contact with the juvenile cannot be established elsewhere after a reasonable effort, then the School Resource Officer shall be contacted to make contact with the juvenile at school.

(Rev. 10/00)

F. Authorized officer discretion in police disposition of juveniles include:

- 1. Verbal warnings for minor violations;
- 2. Conferences with the parent and/or legal guardians;
- 3. Referral of police reports to the juvenile officers of the county.

G. The following factors will be considered in diversion decisions relating to juvenile offenders;

- 1. The nature of the alleged offense;
- 2. The age and circumstances of the alleged offender;
- 3. The alleged offender's record, if any; and
- 4. The availability of community-based rehabilitation programs.

H. With the exception of brief counseling contacts with a juvenile, who is not in custody, any degree of judicial custody exercised by an officer will require that a report of the incident be filed with the Phelps County Juvenile Officers.

I. Temporary protective custody of a juvenile is authorized when conditions exist, which are an imminent danger to the life or health of a child as a result of physical abuse, sexual abuse, or neglect. This type of protective custody may be exercised by any medical doctor or law enforcement officer.

J. If an officer takes a juvenile into protective custody, he/she must complete the following:

(Add 08/25)

- 1. Immediately notify the Juvenile Officer.
- 2. Complete the Authorization to Provide Alternative Care form (Cs-33).

3. File a written report with the Juvenile Officer no later than 12 hours from the time the child was taken into protective custody.
4. Undertake a reasonable attempt to notify the juvenile's parent(s), guardian, or custodian pursuant to section 210.125 RSMo and Supreme Court Rule 123.02.

Section 5: Traffic Law Violations

- A. The purpose of this Section is to set forth a policy and procedure for this Department to follow in processing routine juvenile traffic law violators. Generally, juvenile traffic law violators over age fifteen (15) will be processed as adults, with the only exception being traffic law violations that are felonies.

(Rev. 4/12)

1. This procedure applies only to those juvenile offenders who are fifteen (15) years of age.
(Rev. 4/12)
2. Persons under the age of 18 years, except those who have been certified to stand trial as an adult, shall not be detained in a jail or other adult detention facility for any reason. (Rev. 7/21)
3. This procedure applies only to those state law and city ordinance violations that are not felonies, with the exception of driving without a driver's license.
4. Upon issuing a Missouri Uniform Traffic Ticket for a traffic violation, the fifteen (15) year old violator will be handled as an adult. This means that if circumstances indicate, a bail bond is to be posted as in an adult case.
(Rev. 4/12)
5. The arresting officer will have to notify the juvenile's parent or guardian that the juvenile has been arrested and what the bail bond procedure is; however, the juvenile is not to be released without posting the proper bail bond or until he/she is issued a summons to appear in court.
6. A driver's license may be posted as a bail bond, as in adult cases.
7. These juvenile traffic law violators will be summoned either to the Rolla City Court or to the Associate Circuit Court.
8. The Missouri Uniform Traffic Ticket will be processed by Police Department Records Clerks in the same manner as in an adult case.
9. This procedure does not apply to those juveniles under fifteen (15) years of age. They are treated as wards of the Juvenile Court at the time of detention and must be processed as such.
(Rev. 4/12)

10. Non-traffic municipal ordinance violations will still be referred to the County Juvenile Officer.

Section 6: Child Abuse and Runaways

- A. Officers of this Department shall be on the alert for cases of possible child abuse. When such a condition is noted, the officer shall submit a report with as many details as possible to the appropriate Division Commander

(Rev. 10/00)

1. The officer shall also notify his shift supervisor, who may call the Juvenile Officer or the Department of Family Services if necessary.
2. The investigating officer or designee is responsible for making a mandatory Missouri Child Abuse and Neglect hotline call or online submission without delay.

(Add. 08/25)

- B. The following procedure shall be followed when investigating a runaway juvenile:

1. The Missing Person Report form shall be used to describe the individual. It shall be completed and signed by the parent/guardian.

(Rev. 4/06)

- a. The form shall then be forwarded by the officer to Dispatch to be entered into MULES. This shall be completed within two hours of the report.

(Rev. 08/25)

2. The officer shall file the report of investigation when the runaway is reported. There is not a twenty-four (24) hour waiting period.
3. The investigating officer shall interview all known close friends of the runaway juvenile to obtain information that may lead to the location of the runaway or determine who the runaway may be with.
4. Officers will patrol the known juvenile "hangouts" for investigative leads.
5. Officers shall ensure that periodic contacts are made with the parents or guardian.
6. A complete report of the investigative effort shall be filed.

Section 7: Juvenile Court

- A. Jurisdiction of the Juvenile Court is clearly established in the Revised Statutes of Missouri Law (211.031). The Juvenile Court has exclusive jurisdiction of the juvenile when:

1. The child is in need of care, treatment, or support due to:
 - a. Parental neglect or abuse;
 - b. Loss of family;
 - c. An injurious environment, behavior or association which threatens his or other's welfare.
 - d. Without proper care, custody, or support.
2. The child is suspected of violation of state law or municipal ordinance, such as:

- a. Traffic law misdemeanor violations if the child is under fifteen years of age. (Rev. 6/20)
- b. All general offense categories in state law or municipal ordinance.
- c. "Status Offense" violations, when such behavior is illegal for persons under a specific age.

- 1. Runaway
- 2. Truancy
- 3. Incurigibility
- 4. Curfew violation
- 5. Other municipal violations (Rev. 10/96)

- 3. The person is 18 to 21 years of age, but is a ward of the Juvenile Court due to continued jurisdiction: (Rev. 7/21)

- a. Probation
- b. Parole
- c. Mental incompetency requiring supervision
- d. Foster care

- 4. The person, regardless of age, who is suspected of committing a crime at the time when he or she was under the age of 18. (Rev. 7/21)

- 5. In all such cases as outlined above, the police shall view his role as acting agent to the Juvenile Court.

- B. The Rolla Police Department will refer all juvenile offenders to the Juvenile Office for formal legal proceedings on violations handled by the Juvenile Court.

(Rev. 11/02)

- 1. The exception to this rule is where an officer gives a verbal warning for very minor events.

(Add. 11/02)

- C. In general, delinquent acts requiring referral to the Juvenile Court would include:

- 1. All delinquent acts that, if committed by an adult, would be felonies;
- 2. All delinquent acts involving weapons;
- 3. All serious gang-related delinquent acts;
- 4. All delinquent acts involving aggravated assault and battery;
- 5. All delinquent acts committed by juveniles on probation or parole or by those with a case pending; and
- 6. All repeated delinquent acts.

Section 8: Social Services and School Liaison

- A. A listing of social service agencies in the Rolla area that provide services to youths shall be maintained in the Rolla Police Department's CAD system. (Rev. 7/21)
- B. A School Resource Officer shall have the responsibility of being assigned the school liaison officer. (Rev. 10/00)
- C. A School Resource Officer shall be responsible for but not limited to: (Rev. 10/00)
 - 1. Acting as resources with respect to delinquency prevention;
 - 2. Providing guidance on ethical issues in a classroom setting;
 - 3. Providing individual counselling to students; and
 - 4. Explaining the law enforcement role in society.
- D. It shall be the policy of the Rolla Police Department to participate in community recreational youth programs.

Section 9: Photographs and Fingerprinting Restrictions

- A. Any law enforcement officer shall take photographs and fingerprints of a juvenile taken into custody for an offense that would be considered a felony if committed by an adult. In this case an order of the court is not needed. (Rev. 08/25)
- B. If physical evidence (other than fingerprints or photographs) or other forms of identification pertaining to a juvenile are needed because he/she is a suspect, it shall be the responsibility of the investigating officer to present his case and findings to the Juvenile Officer, who may request a court order to obtain the sample. (Rev. 10/96)
 - 1. Other forms of identification include physical samples from the subject, such as:
 - a. Hair
 - b. Blood
 - c. Urine
 - d. Nails
 - e. Breath
 - f. Stomach contents
 - g. Handwriting sample

Section 10: Juvenile Records

- A. The Records Supervisor will be responsible for the collection, dissemination, and retention of all juvenile records. The Records Supervisor will also be accountable for ensuring entry of juvenile records into the department computer system. (Add. 7/21)
- B. All records regarding juveniles shall be kept separate from the records of persons eighteen (18) years of age and older. The separation of adult and juvenile records will be accomplished by having separate physical files in the department records and archives offices, and by having separate adult and juvenile files within the department computer system. (Rev. 7/21)

- C. Unless ordered by the court, all juvenile records will not be open to inspection or the contents disclosed to anyone. Access to any juvenile records will be on a need-to-know basis. (Rev. 7/21)
- D. Juvenile records will be expunged after the juvenile has reached adult age. (Add. 7/21)
- E. The court may either on its own motion, upon application by the child or his/her representative, or by the Juvenile Officer enter an order to destroy all social histories, records, and information.

Section 11: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 545	
Original Issue Date April 15, 1998			
Title Mental Disorder Investigations		Classification III	No. of Pages 5

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn personnel when dealing with individuals who are suffering from mental disorder.

II. POLICY

It is the policy of this Department to seek treatment and care for individuals who are suffering from a mental disorder and there exists a likelihood of serious physical harm to self or others. The following procedure has been developed for obtaining an involuntary detention and commitment of the individual to a mental health facility. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Phone Numbers

(Rev. 6/20)

A. Compass Health:

During Business Hours: 364-7551
24-hour Crisis Line: 1-800-833-3915

B. Phelps Health:

Stress Center: 458-7441, 7442, 7443, 7444, or 7445
Emergency Room: 364-0496
Coordinator's Desk: 458-7800

C. Child Abuse and Neglect Hotline: 1-800-392-3738

D. Senior Services/Adult Services Hotline: 1-800-392-0210

E. Parental Stress Assistance/Help Line: 1-800-367-2543

F. Russell House Domestic Abuse Crisis Line: 364-0222

Section 2: Training

- A. When possible, all full-time, line-level personnel shall be trained in a basic level CIT 40-hour course within one year of hire, unless already completed prior to hire.

Section 3: Handling of Incidents

(Add. 6/20)

- A. When assistance is needed from the CIT Coordinator after hours, the officer shall first obtain approval from the shift supervisor, who will call the on-call Staff officer for approval.
- B. Officers handling mental health/crisis incidents in the absence of the CIT Coordinator shall forward all reports and/or incident information to the CIT Coordinator via e-mail, memo, or report copy immediately upon completion.
- C. A report shall be completed in any event where a person commits an act of self-harm (ex. Overdose, attempted hanging, cutting, etc.) or any other incident where a report is requested by the CIT Coordinator.

Section 4: Criteria for Detaining an Individual at a Mental Health Facility

- A. The subject is mentally disordered to the extent that he manifests organic, mental, or emotional dysfunction to include that induced by alcoholism and drug abuse;
- B. The subject suffers mental illness resulting in the distortion of his capacity to recognize reality because of hallucinations, delusions, faulty perceptions, or alterations of mood that interfere with the individual's ability to reason, understand, or exercise control over actions that may be manifested by instances of grossly impaired behavior. This does not include:
 - 1. Intellectually challenged; (Rev. 6/20)
 - 2. Developmental disability;
 - 3. Simple intoxication caused by alcohol;
 - 4. Simple intoxication caused by drugs;
 - 5. Dependence upon alcohol;
 - 6. Addiction to drugs; or
 - 7. Other disorders not actively psychotic such as senility.
- C. The subject presents a likelihood of serious physical harm to himself or others by recent threats, attempts to commit suicide, infliction of harm to himself, or by failure to have the ability to provide for his essential human needs.

Section 5: Procedure for Detaining an Individual at a Mental Health Facility

- A. If one or more of the criteria listed has been met, the officer may take the following steps:
 - 1. Invite the individual to accompany the officer to the hospital; (Rev. 10/04)
 - 2. Contact Compass Health to request that an emergency response team come to the scene, the Rolla Police Department, or the Phelps County Jail for an emergency evaluation and assistance with the individual;
 - 3. Take the individual into Protective Custody (12-hour hold) and do the following:

- a. Transport the individual to the Phelps Health Emergency Room. The individual will be evaluated by a physician or nurse practitioner regarding their medical and mental status.
 1. The arresting officer should remain with the subject until the evaluation is completed or the 96-hour court order is obtained.
 2. If it is determined that the individual needs to be transported to another facility, an officer may accompany ambulance personnel if requested, manpower permitting, or transport the individual when all other means have been exhausted.

(Rev. 6/20)

- b. If the individual is combative or poses potential danger to the evaluator, the officer should transport the individual to the Phelps County Jail or to the Rolla Police Department holding cell. The officer should then either contact the Stress Center or Compass Health and request an evaluation.

1. The officer must remember that an individual may only be held in the RPD holding cell for 4 (four) hours.

(Rev. 10/04)

2. The officer is responsible for informing the evaluator of any time constraints.

- a. Compass Health ensures a 30-minute response time around the clock.

- b. If it is after 1700 hours, the Stress Center may be unable to respond before 0800 hours the next morning.

3. After the evaluation has been completed, the court order must still be obtained from the Probate Judge within the 12 hours, or the individual must be released.

- B. When one or more of the criteria listed has been met, any person may file an application in any form in court asking for detention and evaluation of the subject at a mental health facility.
- C. When harm is not imminent, any person may file an application for evaluation and detention to an Associate Circuit Court.
- D. When harm is imminent, an individual may be detained on a provisional basis by a mental health officer.
- E. A mental health coordinator can request that a peace officer transport an individual to a mental health facility.
- F. Due to judicial hearings involved with 96-hour committals, and the burden of proof being clear and convincing, a minimum of three (3) witnesses are required by the Probate Court (The investigating officer, the evaluator, and another officer would qualify). The investigating officer will need to be able to provide all witness information to the evaluator, who in most cases will fill out the witness information form. All witnesses will most likely be required to complete a notarized affidavit.
- G. If an officer is unsure whether the individual meets the criteria listed, Compass Health may be contacted for advice or assistance.

(Rev. 10/04)

- H. All forms will be taken to the Phelps County Probate Judge, who under normal circumstances is the only judge able to issue the 96-hour warrant. An Associate Circuit Judge may issue the warrant ONLY if the Probate Judge is out of the county.
- I. In the event an individual is not accepted at the Phelps Health Stress Center, and the officer still believes the person is an immediate danger to themselves or others, the officer should continue the 12-hour Protective Custody at the Rolla Police Department or the Phelps County Jail, and Pathways should be contacted for assistance. A staff member shall be notified of the incident so it can be addressed with the Director of the Stress Center.

(Rev. 10/04)

1. If it is determined that the individual shall be committed at a mental health facility, the proper forms shall be completed by the officer.
2. The Staff Designee or the Duty Officer shall be contacted and advised of the situation.
3. Before leaving to transport the individual, the officer should possess the original warrant to deliver to the hospital. The mileage MUST be recorded on the warrant.
4. The subject shall be properly shackled when being transported to the mental facility. The manner will vary with the circumstances of the situation.
5. There shall always be two (2) officers when the subject is transported, if manpower allows.
6. If the subject is a female, it is preferred that at least one (1) of the transporting officers be a female.
7. It is preferred that the vehicle used for the transport be equipped with a prisoner screen.
8. Upon return to the City, the officer shall complete the return of the warrant and forward it to Records so it can be forwarded to Probate Court.
9. The on-duty watch supervisor shall be notified of any unusual events which may have occurred during the transport.

(Rev. 6/20)

Section 6: Missouri S&T Students

- A. In the event the individual is a Missouri S&T student, the MO S&T Police Department will be notified. That agency has the option to handle the incident, using their protocols. In this case, the call should be reassigned to the MO S&T officer.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:
Section 2:B:3 “Narcolepsy”

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 546	
Original Issue Date April 15, 1998			
Title Line-Ups/Eyewitness Identification		Classification III	No. of Pages 6

I. PURPOSE

The purpose of this policy is to direct and guide officers of the Rolla Police Department in conducting live line-ups and photo line-ups.

(Rev. 2/09)

II. POLICY

The Rolla Police Department shall hereby establish the following guidelines for all officers assigned to conduct live line-ups and photo line-ups. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

(Rev. 2/09)

Section 1: Live Line-Ups

(Rev. 2/09)

- A. The officer's right to place a suspect in a live line-up is based upon probable cause, i.e., facts which support a reasonable belief that the person has committed an offense. If probable cause does not exist, then the suspect's consent must be obtained.
- B. Include only one suspect in each identification procedure.
- C. Care should be taken to avoid any accidental meeting between the suspect and the witness.
- D. One-way mirrors are allowed and should be used.
- E. The suspect shall be given his Miranda warnings.
- F. The suspect shall be given a Line-Up Rights Form (Attachment A). Although the suspect may waive these rights, the waiver must be intelligently given and must be fully understood. A reasonable amount of time should be allowed for a friend, relative, or attorney to appear.
- G. If an attorney appears, his reasonable suggestions should be given consideration insofar as possible, but his only "right" is to be present as a mere observer.
- H. The names of all persons present at the live line-up will be recorded in the report so they may later be subpoenaed as state witnesses, including the lawyer.
- I. The live line-up may be conducted even if it is impossible to closely match the characteristics of the suspect. However, every effort should be made under the circumstances to avoid conducting a live

(Rev. 2/09)

line-up which is suggestive in any way. As set out below, six or seven people with the following characteristics should be used:

(Rev. 2/09)

1. Similar age (Rev. 2/09)

2. Similar height (Rev. 2/09)

3. Similar weight (Rev. 2/09)

4. Similar complexion (Rev. 2/09)

5. Same race

6. Same sex

7. Similar manner of dress (Rev. 2/09)

J. Once the live line-up is assembled, a photograph should be taken of the entire group, each with their number displayed.

(Rev. 2/09)

K. Ensure that any identification actions are performed by all members of the live line-up. It is permissible to have the participants of the line-up do any of the following:

(Rev. 2/09)

1. Move in any direction.

2. Walk

3. Move arms

4. Move legs

5. Remove glasses

6. Reveal tattoos

7. Put on different costumes

8. Wear a hat

9. Speak nontestimonial statements

L. Have the witnesses separately view the live line-up.

(Rev. 2/09)

M. Witnesses will fill out a Line-Up Identification Form (Attachment B).

(Rev. 2/09)

N. The suspect has no right to refuse to submit to a live line-up. If necessary, officers may use reasonable force to get cooperation of the suspect.

(Rev. 2/09)

- O. If the suspect fails to obey the directions of the live line-up officer-in-charge, the information shall be noted within the report, and the officer may testify to this at the time of trial.

(Rev. 2/09)

- P. Do not have the suspect appear in handcuffs or indicate his identity to the witness in any manner. If the suspect has been forcefully refusing to appear, it is permissible to place him in the line-up while handcuffed. The efforts of the suspect cannot defeat your right to place him in the live line-up. It is not the officer's fault if the conduct of the suspect causes attention to be focused on him.

(Rev. 2/09)

- Q. One officer is to be with the live line-up participants and will direct the participants' actions and speaking.

(Rev. 2/09)

- R. Refer to the live line-up participants only by their assigned numbers, never by name.

(Rev. 2/09)

- S. Do not allow the witnesses to mingle.

- T. Do not engage in unnecessary conversations with the witnesses.

- U. Do not allow unnecessary persons in the witness room or in the live line-up room.

- V. A suspect does not need to be advised that he has the right to counsel at a live line-up unless he has been indicted or had a warrant issued. Thus, Attachment A should only be used in these cases. However, if the suspect requests the presence of an attorney, this request must be honored. If a suspect is under charges for one offense and is being placed in a live line-up for another offense, he need not be advised of this right to have an attorney present unless he is also under charges for the second offense.

(Rev. 2/09)

- W. The Live Line-Up Report (Attachment C) shall be completed by the officer conducting the live line-up.

(Rev. 2/09)

Section 2: Photo Line-Ups

- A. Photo line-ups may be displayed simultaneously or sequentially.

(Add. 2/09)

1. Simultaneous photo lineup – all photographs viewed at the same time.

(Add. 2/09)

2. Sequential photo lineup – photographs are viewed one at a time.

(Add. 2/09)

- B. The general rule is that a photo line-up must be fundamentally fair and must not be suggestive.

(Rev. 2/09)

- C. Exact facial features must first be obtained verbally from the witness so that comparable mug-shots can be secured demonstrating those particular features.
- D. A minimum of six (6) individual photographs will be used to compose the photo line-up. (Rev. 2/09)
- E. Each of the photographs will be numbered. (Rev. 2/09)
- F. The suspect's photograph should be randomly mixed amongst the photographs.
- G. The witness should be instructed as follows, though not necessarily verbatim: "You are requested to view a series of photographs to determine if you can identify the person involved in the offense you witnessed. It is not known if the person is being shown in the photographic display. Only you will know based upon your own independent observation and recollection. Do not feel obligated to identify anyone. Do so only if you recognize the person involved. Concentrate on physical features that cannot be changed, such as eyes, face shape, and lips. Keep in mind the fact that head hair and facial hair can be changed." (Add. 6/20)
 - 1. The witness should be instructed to sign and date next to their selected photo. (Add. 6/20)
- H. The completed photo line-up will be submitted as evidence. (Rev. 2/09)
- I. A photo line-up prior to an indictment is not a critical stage, requiring a defense attorney to be present. (Rev. 2/09)
- J. All facts and circumstances of the photo line-up will be reflected in the report of the investigation. (Rev. 2/09)

Section 3: Composite Images

(Add. 2/09)

- A. Principle
 - 1. Composite images can be beneficial tools but should not be relied solely as this method alone may not rise to the level of probable cause.
 - 2. Composites provide a depiction that may be used to develop an investigative lead. It also serves to eliminate possible suspects.
- B. Preparation
 - 1. Assess the ability of the witness to provide a description of the suspect.
 - 2. Instruct each witness without other person present.
 - 3. Explain to the witness how the composite will be used in the investigation.
- C. Procedure

1. Conduct the procedure with each witness separately.
2. Other agencies capable of developing composite images may also be contacted for assistance.
(Rev. 6/20)
3. Check to ensure that the composite is a reasonable representation of the suspect.
4. Document the procedure in writing in the narrative.
5. Preserve the composite as evidence.

Section 4: Field Identification (Show-up)

- A. Principle - When circumstances require the prompt display of a detained person reasonably suspect to be the perpetrator to a witness.
 1. Crime under investigation occurred fairly recently.
 2. Determining whether the person stopped was the perpetrator.
 3. Show-ups are an accepted investigative tool which is somewhat suggestive. A prompt, on-the-scene confrontation between a suspect and a witness enables the police to exclude from consideration innocent persons so a search for the real perpetrator can continue while it is reasonably likely he is still in the immediate area.
- B. Preparation
 1. Separate multiple witnesses, and instruct them to avoid discussing details of the incidents with other witnesses.
 2. Officers must not delay in arranging and conducting show-ups.
 3. A delay for the purposes of conducting a show-up will not invalidate a detention so long as there were good reasons for the delay.
 4. Normally, the witness will be transported to the detainee's site which reduces the legal impact of the detention. However, a detainee may be transported to the witness' site for the following reasons but in doing so may effect a de facto arrest:
 - a. the witness is being treated medically and by bringing the detainee to the witness it would shorten the period of detention
 - b. the detainee demands/consents to go to the site of the witness
- C. Procedure
 1. Instruct the witness that the person who committed the crime may or may not be the same person who was detained.
 2. If multiple witnesses view the detainee, they are to be separated during the identification procedure so that no one's response can influence the others.

3. Avoid saying anything to the witness that may influence the witness' selection.
4. If a positive identification is made by one witness, consider using a live line-up or photo line-up for the remaining witnesses.
5. Document the procedure in writing in the narrative, time and location of the procedure, and obtain a statement clearly describing the witness' certainty/confidence.
6. Officers need to document the time elapsed between the crime and the "show-up."

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 3 "Mug Books"

Section 1:L:6 "Shave"

Section 1:L:10:a-c "This is...your head off."

Section 2:J "The Photograph Display Report...the photo line-up"

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 547	
Original Issue Date October 20, 1992			
Title Bomb Threat Investigation		Classification II	No. of Pages 6

I. PURPOSE

Standards in this Special Order relate to the procedures to be used in Bomb Threat Investigations.

II. POLICY

It shall be the policy of the Rolla Police Department to investigate and assist in any reported bomb threat, bomb, or bomb disposal. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Bomb Threat Investigation Procedure

- A. Notify the proper fire department.
- B. It is the duty of the Shift Supervisor to notify the Duty Officer, who will in turn determine if the Chief of Police should be notified.
(Rev. 6/20)
- C. Dispatch the proper police units to the scene to investigate.
- D. The owner and/or manager of the location of the incident should be notified that handheld radios and/or cellular telephones should not be used until the building has been cleared. (Rev. 9/95)
- E. DO NOT authorize the evacuation of a building or area. This is a decision only the company owner/manager or representative of the company can make.
 1. The Shift Supervisor shall be responsible for establishing a security perimeter for communication purposes.
- F. Advise the owner/manager to search the building, and to have his people be on the alert for anything of a suspicious nature or an item that does not belong there.
 1. Officers may be assigned to assist in the search of the building or area with the owner/manager of the building, if they are asked to do so.
- G. If a bomb or suspicious item is located, follow the procedural instruction: "BOMBS" in Section III of this Special Order.
(Rev. 6/20)
- H. If a bomb exploded follow the procedural instruction: "ARSON INVESTIGATION" in Section 5:P of Special Order #542.
(Rev 4/97)

1. If a bomb explodes or has already exploded, the Chief of Police and the Duty Officer must be notified.
 - a. If the building is a commercial facility, it shall be management's responsibility to notify the building owner and appropriate insurance companies.

(Rev. 9/95)

I. The bomb threat report will include but not be limited to the following information:

1. Who received the call.
2. Where the call was received.
3. What telephone number the call was received on.
4. Date of the call.
5. Time of the call.
6. If the call was tape recorded.
7. If so, the location of the tape.
8. Exactly what the caller said.
9. Exactly what the receiver said.
10. If the voice was male or female.
11. What age group the voice appeared to be; such as a child, teenager, or adult.
12. The origin of the call
 - * Local
 - * Long distance
 - * Booth
 - * Internal
 - * Cell Phone (Add. 4/02)
 - * Land-line (Add. 4/02)
 - * Unknown
13. Voice characteristics
 - * Loud
 - * Soft spoken
 - * Whisper
 - * High pitched
 - * Raspy
 - * Intoxicated
 - * Deep
 - * Pleasant
 - * Other

14. Speech pattern

- * Fast
- * Slow
- * Distinct
- * Stuttered
- * Slurred
- * Distorted
- * Nasal
- * Lisp
- * Other

15. Language

- * Excellent
- * Fair
- * Foul
- * Good
- * Poor
- * Other

16. Accent

- * Local
- * Non-local
- * Foreign
- * Race

17. Manner

- * Calm
- * Rational
- * Coherent
- * Deliberate
- * Righteous
- * Angry
- * Irrational
- * Incoherent
- * Emotional
- * Laughing

18. Background noises

- * Factory machines
- * Bedlam
- * Music
- * Office machines
- * Mixed
- * Street traffic
- * Trains
- * Aircraft

- * Animals
- * Quiet
- * Voices
- * Party atmosphere
- * Laughing
- * Other

19. Who was notified immediately after the call was received.
20. Whether evacuation was ordered; if so, by whom and what time. (Rev. 9/95)
21. Search techniques employed.
22. What was discovered.
23. Any injuries reported as a direct relationship to the incident.
24. What action was taken by the manager/owner
25. Any suspects
26. Who the victim was
27. The motive of the threat
28. If prosecution is desired

Section 2: Bomb Procedure

- A. The following procedure will be followed by all members of this Department when a bomb or suspected bomb has been located.
 1. DO NOT attempt to touch or move the objects at all.
 2. DO NOT transmit any radio traffic within one-quarter mile of the object. (Rev. 4/10)
 3. Secure the area by controlling the citizens.
 4. Contact the Duty Officer who will in turn determine when the Chief of Police will be notified. (Rev. 9/95)
 5. Notify the fire department.
 6. Contact the Missouri State Highway Patrol Bomb Disposal Unit (Jeff City), by means of Troop I.
 7. Secure the area until arrival of the Bomb Disposal Unit.
 - a. Keep people out of the area.
 - b. Keep vehicle traffic out of the area.
 - c. Rope off the immediate area.

8. Note the type of item with as much description as possible.

Section 3: Bomb Disposal Procedure

A. The following procedure shall be followed when a bomb has been discovered but has not exploded.

1. When a bomb, or a device believed to be a bomb, has been located, the Shift Supervisor shall ensure the following persons are contacted:
 - a. The Duty Officer
 - b. The Chief of Police

(Rev. 9/95)

2. The Duty Officer will be consulted prior to the Shift Supervisor contacting any agency for assistance with bomb disposal. Because federal law limits the use of military agencies and equipment in civilian incidents, the MSHP disposal unit will always be contacted first, even if the suspect device appears to be of military origin. Only after the MSHP has declined to respond will military authorities be contacted. When contacted, they will be notified that MSHP has declined to respond. (Rev. 9/95)

3. If the bomb is other than of military origin, assistance shall be requested from the following agencies:

Missouri State Highway Patrol
Jefferson City, Missouri
Telephone: (573) 751-3313

Environmental Protection Agency
Region VII, Laboratory 25
Funston Road, Kansas City, Kansas 66115
Telephone: (816) 374-4461

State Fire Marshal
Jefferson City, Missouri
Telephone: (573) 751-2930

(Add. 6/04)

4. If the bomb is comprised of military hardware, the following agency is to be contacted:

United States Army
Fort Leonard Wood, Missouri
Commanding Officer of E.O.D.
24 Hour #: (573) 596-2818

5. If a Duty Officer cannot be reached, call any Staff Officer. If a Staff Officer cannot be reached, the on-duty Shift Supervisor has authority.

(Rev. 9/95)

6. SPECIAL NOTE: A Military Unit may respond only with approval from a higher military authority than the Commander of the E.O.D. Detachment, so it will take some time before a decision can be made.

7. Under no circumstances shall officers of this Department attempt to disarm any type of explosive device.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

<i>Effective Date</i> November 18, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 548	
<i>Original Issue Date</i> April 15, 1998			
<i>Title</i> Booking, Temporary Custody and Bail Bond Procedures		<i>Classification</i> II	<i>No. of Pages</i> 10

I. PURPOSE

The purpose of this policy is to establish a guideline for all employees in booking and bail bond procedures.

II. POLICY

The Rolla Police Department establishes the following standard operating procedure for the purpose of booking and bail bonds. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Booking and Holding Cells

(Rev. 12/21)

A. Definitions

1. **Holding cell**- Any locked enclosure for the custody of an adult or any other enclosure that allows for the occupants being directly visually monitored at all times by a member of the Department.
2. **Safety checks** - Visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.
3. **Temporary custody** - The time period an adult is in custody at the Rolla Police Department prior to being released or transported to another facility (Maximum of 4 hours unless approved by Chief of Police or his/her designee).

Section 2: Individuals Who Should Not Be in Temporary Custody

(Add. 12/21)

- A. Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Rolla Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:
 1. Any person who is sick or injured, or is requiring medical attention and has not received, or cannot obtain a Fit-For-Confinement from a physician.
 2. Any person who reasonably requires medical attention or medical supervision during confinement.
 3. Any person suffering from a mental disorder.
 4. Any individual who has claimed, or is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

5. Individuals who are suspected to be a suicide risk. If the officer taking custody of an individual believes that the person may be a suicide risk, the officer shall ensure continuous direct monitoring until evaluation, release or a transfer to an appropriate facility is completed.
 6. Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk of death or serious physical injury, whether or not they appear intoxicated or drugged.
- B. Officers taking custody of a person who exhibits any of the above conditions shall notify a supervisor of the situation as soon as practicably possible.

Section 3: Persons Who May be Held in Temporary Custody

(Add. 12/21)

- A. Persons in the following classifications may be held in custody at the Rolla Police Department. These include:
1. Subjects with outstanding warrants or wanted entries.
 2. Subjects being held on bond for City of Rolla Municipal charges.
 3. Subjects being held pending application of warrant.
 4. Subjects being held in Protective Custody (no more than 4 hours) before being transferred to a jail, medical facility or other facility.
 5. Subjects ordered held by the Municipal Court judge.
 6. Subjects being held for and awaiting pick-up by another law enforcement agency.

Section 4: Protective Custody

(Add. 12/21)

- A. Prior to placing a subject into protective custody, a routine search of the person will be conducted and a wanted/warrant check will be made.
- B. Prior to being placed in the holding cell, an intoxicated/impaired or person with suspected mental illness will be evaluated by the officer and/or an on duty supervisor, and a determination will be made, based on the known facts at the time, whether to transport the intoxicated/impaired, or person suspected mental illness to a medical facility.
- C. An attempt should be made to locate a responsible person at least 18 years of age and sober to take charge of any intoxicated/impaired person. The responsible person taking charge of the intoxicated/impaired person will assume responsibility for the person upon release from temporary custody.
- D. Any person in temporary custody, including intoxicated/impaired persons may be held for up to four (4) hours in the Rolla Police Department holding cell prior to that person being incarcerated, being transported to a hospital, treatment facility, or any other care facility.

Section 5: Monitoring of Individuals in Temporary Custody

(Add. 12/21)

- A. The arresting officer is primarily responsible for monitoring the individual being held in temporary custody. The arresting officer will not leave their arrestee unsupervised for extended periods of time without first making arrangements for another officer to monitor the individual. Any individual in custody must be able to summon the officer or other person monitoring if needed. If the person in custody is deaf, hard of hearing or cannot speak, all reasonable accommodations will be made to provide this ability.
- B. Absent exigent circumstances, such as a medical emergency or a violent subject, officers and other individuals should not enter the holding cell of a person in temporary custody alone and without the assistance of at least one other officer.
- C. Only one individual in custody will be allowed outside the holding cell for processing (fingerprints/photographs) at a time.
- D. All individuals in temporary custody and outside of a holding cell at the Rolla Police Department will be accompanied by an officer at all times.

Section 6: Booking Room and Holding Cell Restrictions

(Add. 12/21)

- A. Entry into the Rolla Police Department Booking Room where a person is being held in custody is restricted to:
 - 1. Authorized personnel entering for official department business.
 - 2. Emergency medical personnel when necessary.
 - 3. Any other person authorized by a Division Commander.
 - 4. When practicable, more than one authorized officer should be present for entry into the booking room where a person is held in custody for security purposes and to witness interactions.
 - 5. Contractors or other non-department members will not be allowed in the booking room when detainees are present in the holding cells or any area within the booking room.

Section 7: Health, Safety, and Other Provisions

(Add. 12/21)

- A. If, while in temporary custody at the Rolla Police Department, a detainee should need to use a restroom, the officer will provide the individual with access to the restroom within the booking room. Under no circumstances will the officer enter the restroom while the restroom is in use by the detainee. Once the detainee has finished using the restroom, the officer will place the individual back in a holding cell and they will go in and inspect the restroom for any items that may have been discarded by the detainee and then flush the toilet.
- B. If, while in custody at the Rolla Police Department, a detainee requests to make a telephone call to secure the advice of legal counsel, the arresting/booking officer will make all reasonably practicable efforts to accommodate the detainee's request. This includes up to and allow the allowance of more than one telephone call if reasonably practicable.
- C. If, while in temporary custody, the detainee becomes ill, complains of feeling ill, or experiences a medical emergency, the officer will summon an ambulance or transport the detainee to the hospital for treatment.

- D. If the detainee exhibits signs and indicators of a mental illness, the officer will summon a CIT officer, if available, or they will summon an ambulance or transport the individual to the hospital for an evaluation.
- E. Male and female detainees will not be held in the same holding cell together. In the event both holding cells are full, male and female detainees will be secured in separate locations (i.e. separate interview rooms) within the police department and under the observation of an officer. (Add. 4/22)
- F. Juvenile detainees will not be held in a holding cell unless the circumstances require a secure or locked location (i.e. they are combative). (Add. 4/22)
- G. Adult and juvenile detainees will not be held or processed in the booking room at the same time. (Add. 4/22)

Section 8: Firearms and Other Security Measures

(Add. 12/21)

- A. Firearms, other weapons and control devices are not permitted in the booking room and areas where individuals are in custody or are being processed. Weapons should be properly secured outside of the booking room in the lockboxes in the sally-port, the interview room hallways, and in the report room. An exception to this rule may occur only during emergencies.
- B. All perimeter doors to the booking room will be kept locked at all times, except during routine cleaning, or in the event of an emergency, such as an evacuation.

Section 9: Holding Cell Security

(Add. 12/21)

- A. Prior to placing an inmate into a holding cell, the holding cell will be inspected to ensure there are no weapons or contraband present, and to ensure the holding cell is clean and sanitary.
- B. Keys to the holding cells will not be left in the locks to the holding cells when the cells are occupied.
- C. Access to the booking room is restricted to authorized personnel only when detainees are present.
- D. When maintenance and/or cleaning is required, all individuals will be accompanied at all times by an officer when detainees are present. At no time will maintenance and/or cleaning personnel be allowed to have physical contact or be in close proximity with a person in custody.

Section 10: Suicide Attempt, Death, or Serious Injury

(Add. 12/21)

- A. In the event of an attempted suicide, death or serious injury of a detainee while in temporary custody at the Rolla Police Department, the following procedures should be utilized:
 - 1. Request emergency medical assistance if appropriate and provide first aid and immediate medical assistance.
 - 2. Immediately notify of the Shift Supervisor, Duty Officer, and Chief of Police. If a death occurs, notify the on-call detective.
 - 3. Secure the area as a crime scene and preserve all forms of evidence.

Section 11: Fire and Disaster Related Emergencies

(Add. 12/21)

- A. The booking room area shall be equipped with fire alarms and with a number of strategically located fire extinguishers.
- B. The booking room will be inspected annually by the Fire Department.
- C. The Commander of Support Services should inspect the booking room at least two times per year for security and control conditions, to ensure that fire extinguishers are readily available, and to identify any control or security issues that need to be addressed.

Section 12: Training

(Add. 12/21)

- A. All department members should be trained and familiar with this policy and any supplemental procedures. All members who are governed by this policy will have first aid or first responder training. Members will also receive refresher training as required.

Section 13: Booking and Bail Bond Procedures

(Rev. 12/21)

- A. If an arrested individual is able to post bond on municipal charges, that individual will be brought to the Rolla Police Headquarters for processing; however, if the arrest has been made for a felony charge, or if the arrested person is violent, or it appears that the arrestee cannot post bond, the arrestee can be taken directly to the Phelps County Sheriff's Department for processing.

(Rev. 4/02)

- B. When an arrested person is taken the Phelps County Sheriff's Department for processing, the personnel of this Department will assist the Sheriff's Department in incarcerating the arrestee.
 - 1. Officers shall remove their sidearms and secure them in a gun locker when they are processing prisoners, whether at the Rolla Police Department or at the Phelps County Sheriff's Department.
 - 2. Prior to placing a prisoner into a cell, the prisoner shall be thoroughly searched for any of the following:
 - a. Weapons;
 - b. Drugs;
 - c. Tools of escape;
 - d. Contraband; and/or
 - e. Items that could be used to injure oneself or others.
 - 3. Belts and shoelaces will be removed from all arrestees prior to securing them in the holding cells at RPD Headquarters. Any other items that the prisoners might use to harm themselves or others will also be confiscated. A plastic container has been provided for securing property of arrestees.

(Add. 5/01)

- C. When bail bond is made available for a prisoner being held for the Rolla Police Department, the individual making the bond may do so either at the Rolla Police Department Headquarters building or at the Phelps County Sheriff's Department. After all necessary bond paperwork has been completed, the subject will be released.

(Rev. 10/06)

- D. When receiving bond money, the telecommunicator shall comply with the following procedure:

1. Complete the necessary paperwork;
2. Count the money in full view of the bonding party;
3. File appropriate paperwork in the bond envelope;
4. Deposit bond in locked bond box; and
5. Turn over the bonds to the court representative who arrives to pick them up. Each transaction shall be logged and signed by both the telecommunicator and the court representative.

(Rev. 2/09)

Section 14: Responsibilities of Arresting Officer

A. Fingerprints, Photographs, and DNA Collection (Rev. 10/09)

1. For arrestees being released on summons at headquarters, the arresting officer shall photograph the arrestee and obtain a full set of fingerprints from said individual and turned in with the officer's report.

(Rev. 10/06)

2. For arrestees being incarcerated on a 24-hour hold, the fingerprints and photographs will be done at the jail. The arresting officer will take the photograph, and the jailer will process the fingerprints.

(Rev. 10/06)

3. For arrestees 18 years and older who are being arrested for Burglary 1st, Burglary 2nd, and all felonies under 565 (crimes against persons), 566 (sex offenses to include misdemeanor), 567 (crimes against the family), 568 (prostitution), 573 (pornography), and arrested on outstanding warrants for the aforementioned offenses, a DNA Offender Sample shall be collected if a DNA sample has not been previously collected for the arrestee. The DNA collection is in addition to the arrestee being fingerprinted and photographed. The arresting officer is responsible for collecting the DNA sample using the DNA collection kit provided by the Missouri State Highway Patrol.

(Rev. 12/21)

B. It will be the responsibility of the arresting officer(s) to assure that the well-being and safety of all arrested individuals are maintained at all times while in the custody of this Department.

C. Officers shall carefully examine prisoners when booking them to determine whether or not they are suffering from any serious illness, injury, mark of violence, or mental health issues before completing the booking process and before releasing them to the custody of the Phelps County Sheriff or other law enforcement agency. (Rev. 12/21)

D. Whenever an individual is taken into custody by an officer of this department and processed at police headquarters, and as part of the booking process, the officer will complete the list of medical questions contained in the arrest form to document the medical condition of the arrestee while they are in the custody of this department. If the arrestee is turned over to the custody of the Phelps County Sheriff or other law enforcement agency, a copy of the arrest form containing the medical questions will be turned over to the agency representative at the time physical custody is exchanged. (Rev. 11/22)

- E. If the inmate refuses to answer the medical questions, or if they are intoxicated, under the influence of controlled substances, or are in such a condition to where they cannot understand or clearly articulate their answers to the questions, the arresting officer will note their condition on the form.
(Rev. 11/22)
- F. If a prisoner is ill, said prisoner will be transported to a hospital for examination and/or treatment for the illness, prior to confinement.
- G. If physical force is used in effecting an arrest, and it is obvious or suspected that the prisoner is injured, said prisoner will be transported via patrol car or ambulance to the hospital and examined and/or treated for the obvious or suspected injury.
- H. If the prisoner refuses medical treatment and/or examination, said prisoner shall be transported to the hospital in order to refuse said examination and/or treatment to competent medical personnel.
- I. Officers shall report to the appropriate Division Commander or to the assigned duty officer, as soon as possible after the arrest of any physical force used in arresting and/or restraining a prisoner.
- J. Officers shall report to the appropriate Division Commander or to the assigned duty officer, as soon as possible, after being advised by the Phelps County Jail that a prisoner is complaining of being injured or ill and is requesting medical treatment. The prisoner will then be transported to a hospital for examination and/or treatment.
- K. Prisoners have the right to contact an attorney, bondsman, and/or family members. They will be allowed to make telephone contact after the booking procedure is completed. If a prisoner refuses this telephone call, the time and refusal shall be noted on the booking sheet.
- L. Recommendations for bail bond services and/or attorneys will not be recommended or suggested by Rolla Police Department employees.
(Rev. 12/21)
- M. All individuals who are arrested and brought into the Rolla Police Department booking room will be searched for contraband and weapons, and all of their personal property will be taken from them prior to being placed in a holding cell. An inventory of all of the arrestee's personal belongings will be completed and all property will be documented on a Personal Property Inventory Record (Att. A). If the arrestee is to be released, the property will be returned to the subject along with a signed copy of the inventory record at the time they are released from custody.
(Rev. 11/22)
- N. In situations where an arrestee is to be incarcerated or admitted to another facility, and the receiving facility refuses to accept the arrestee's belongings, the arrestee can elect to have their belongings stored at the Rolla Police Department for no more than seven (7) business days. In these cases, an inventory of the items to be stored at the police department will be recorded on a Personal Property Storage and Disposal Acknowledgement Form (Att. B), and the form will be signed by the arrestee. If the arrestee does not arrange to have their property picked up within seven (7) business days of the arrest, the property will be disposed of by the department.
(Rev. 11/22)
- O. No property of any prisoner will be released to another person without written consent of the prisoner. A receipt must be signed by both the prisoner and the person receiving the property.
- P. If a MO S&T student is arrested, the MO S&T Police will be notified.
- Q. An arrested individual incarcerated at the Phelps County Jail will be further entitled to obtain medical attention as soon as possible, under the following circumstances:

1. Whenever it is requested by the arrested individual.
 2. Whenever it is noted/observed by the arresting officer(s) that the arrested individual is either ill or has sustained injuries.
 3. When it is necessary for the arrested individual to be examined and/or treated by a physician.
 4. Any time the Phelps County Sheriff's Department notifies this Department that a prisoner being held at that location by our authority has become ill or injured.
- R. It will be the responsibility of the transporting officer to remain with the arrested individual(s) or those being held in custody, pending bail bond or trial, until they have been evaluated or treated at the Phelps Health Hospital, after which the individual(s) will be returned to the Phelps County Jail.
(Rev. 11/22)
- S. A supplement report shall be written by the officer assigned, to include but not be limited to the following information:
1. The date and time of illness/injury;
 2. The nature of the illness or injury;
 3. The manner in which the subject was transported to the medical facility;
 4. The attending physician;
 5. The results of the examination and/or treatment; and
 6. The disposition of the subject after treatment.
- T. If the examining physician determines that it is necessary for the individual to be admitted to the hospital for extended treatment, the following procedure will be placed into effect:
1. If the individual is in custody, and admittance to the hospital is a necessity, the appropriate Division Commander or the Watch Supervisor will be contacted, who in turn will contact the Associate Circuit Court Judge or the Municipal Court for the City of Rolla and request the individual be released on his own recognizance.
 2. If such arrangements cannot be made, it will be necessary to arrange for the subject to be kept under guard.
- U. Whenever medical treatment is afforded to an individual being detained and/or in custody by this department, it will be noted on the Booking Information Sheet.
- V. If an officer determines that an individual should be treated by a physician, and the individual declines/refuses medical treatment, a notation of such refusal will be made in the report as well as on the booking sheet.

(Rev. 10/00)

Section 15: Other Related Booking Policy

- A. The procedures outlined in the bond schedule provided by the court are to be carefully and respectfully followed whenever an officer making an arrest of an individual is assured that the arrested individual is:
1. Not eligible for bond at the time of arrest, i.e.:
 - a. Pending formal arraignment on criminal charges
 - b. Exhausted all means of acquiring bail bond at the time of arrest; or
 - c. Is either not mentally or physically able to care for him/her self, and no contact can be made with an immediate family member or close associate capable of caring for the individual.
- B. Should none of the above stated reasons exist, and the arrested individual can acquire bail bond at the time of arrest or shortly thereafter, the arresting officer(s) will take the arrested individual directly to the Rolla Police Department and complete the necessary forms (i.e. Booking Sheet, UTS, etc), after which the arrested individual and/or his agent may post the required bail bond. At that time, the arrestee may be released from custody or released on summons.

Section 16: Prisoner Holding, Temporary Custody and Time Constraints

(Rev. 12/21)

- A. No person may be detained beyond the statutory twenty-four (24) hour limit unless the following exceptions apply:

(Rev. 2/09)

1. A violation of Federal Law or State Statute. Any person charged with such a violation must be arraigned beforehand, or a warrant obtained from a magistrate.
2. A violation of City Ordinance. Any person charged with such a violation shall not be detained more than twenty-four (24) hours from the time of arrest, unless a City Prosecutor has signed the complaint and information or the Uniform Traffic ticket.

(Rev. 2/09)

- B. The twenty-four (24) hours rule does not apply to persons arrested for a previously issued warrant.

(Rev. 2/09)

1. State Warrants: The prisoner will be immediately turned over to the custody and control of the County Sheriff. That agency shall arraign the individual.
2. City Warrants: If the arrest is bondable, the person arrested shall be allowed to post bond at the earliest possible time after the arrest. When the person arrested is not able to post a bond, said person will be taken before the City judge at the next session of Municipal Court, for the purpose of arraignment. If the case cannot be disposed of, the court shall set the conditions of release.

- C. Persons arrested for violations of Federal laws must have a complaint and information issued by a United States District Attorney. The arrested individual must also be arraigned before a Federal Magistrate Judge.

- D. Persons arrested for any municipal, state, or federal law violation may be held in temporary custody in the holding cells at the Rolla Police Department for up to four (4) hours before they are incarcerated, released, or turned over to another law enforcement agency, hospital, or other facility.

In certain circumstances, the Chief of Police or his/her designee may authorize an extended detention period beyond the four (4) hour temporary holding period.

Section 17: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

None

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 549	
<i>Original Issue Date</i> June 1, 1993			
<i>Title</i> Body Armor		<i>Classification</i> II	<i>No. of Pages</i> 3

I. PURPOSE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use and care of body armor.

II. POLICY

The Rolla Police Department hereby adopts this policy to maximize officer safety through the use of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for several basic safety procedures. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Procedures

A. Issuance of Body Armor

1. Each commissioned officer of the Rolla Police Department shall be assigned a vest known as body armor purchased at the expense of the City. Each officer is also assigned a Rapid Deployment vest to be kept in their assigned patrol vehicle. This vest is to be used in conjunction with their issued body armor to serve as added (rifle) protection in the event of an active shooter type incident.

(Rev. 5/13)

- a. Commissioned officers may use personally-owned vests if they are the same ballistic capabilities as the department-issued vests. This shall be done only with the approval of the staff designee.

(Add. 10/00)

- b. In lieu of wearing the protective vest (body armor) beneath the long-sleeve or short-sleeve shirts, uniformed officers who have been issued the outer body armor cover shall wear this style protective vest over the issued regulation inner shirt, which can be in either long or short sleeve style. If the outer vest is to be worn, the badge, nametag, serving since tag, and whistle chain shall be worn on the vest as to appear as close as possible to the normal duty uniform.

(Add. 6/20)

2. All body armor issued will comply with the current minimum protective standards prescribed by the National Institute of Justice.
3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to misuse or abuse by the officer shall be paid for by the officer.

B. Use of Body Armor

1. The wearing of the vest is mandatory for all uniformed personnel unless assigned to administrative duties.

(Rev. 6/20)

2. Sworn officers assigned to a uniformed function as well as a non-uniformed function are required to wear the issued body armor while engaged in tactical field activities while on or off duty unless exempted as follows:

- a. When an agency-approved physician determines an officer has a medical condition that would preclude use of body armor;
- b. When the officer is involved in undercover or plainclothes work that his supervisor determines would be compromised by use of body armor;
- c. When the officer is assigned to perform an administrative function; or
- d. When the Department determines that circumstances make it inappropriate to mandate body armor.

3. Officers shall wear only body armor that is approved by the staff designee.

(Rev. 11/95)

C. Inspections of Body Armor

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy by a periodic documented inspection of their employees' body armor.
2. Officer should inspect their body armor for damage and report any to the Division Commander. Body armor that has reached its expiration date will be replaced.

(Rev. 6/20)

D. Care and Maintenance of Body Armor

1. Each law enforcement officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning his body armor in accordance with the manufacturer's instructions.
3. Officers are responsible for reporting any damage or wear to the ballistic panels or cover to the staff designee.

E. Training

The staff designee shall be responsible for maintaining the following information:

1. Technological advances in the body armor industry that may necessitate a change in body armor.
2. A description of weapons and ammunition currently in use, and whether or not issued body armor can withstand their impact.

3. Training programs that inform the officers about body armor, and emphasize its safe and proper use.

Section 2: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

None

Effective Date July 28, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 550	
Original Issue Date April 15, 1998			
Title Emergency Operations and Natural Disasters		Classification III	No. of Pages 3

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures to enable all employees of this department to effectively respond to major critical incidents such as natural and manmade disasters, civil disturbances, mass arrests, and other unusual incidents or emergencies. It is the goal of the Rolla Police Department to protect life, property and to restore order. (Rev. 7/21)

II. POLICY

It is the policy of the Rolla Police Department to coordinate the deployment of resources in compliance with the City of Rolla's Emergency Operations Plan. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting. (Rev. 7/21)

Section 1: Adoption of the City of Rolla Emergency Operations Manual

(Add. 7/21)

- A. The Rolla Police Department hereby adopts the City of Rolla Emergency Operations Manual as part of this policy.

Section 2: Activating the Emergency Operations Plan

(Add. 7/21)

- A. The Emergency Operations Plan is coordinated through the City of Rolla Fire Department and their designated Emergency Operations Coordinator. The Emergency Operations Plan can be activated by the Mayor of the City of Rolla or his/her designee. The Chief of Police, duty officer, or the highest ranking on-duty supervisor may activate the Emergency Operations Plan on behalf of the police department in response to a major emergency.
- B. Upon activation of the Emergency Operations Plan, the Chief of Police or the authorized designee, may, if necessary, contact other local, state, and federal law enforcement agencies to request mutual-aid resources to this department.
- C. Written plans for responding to natural disasters, civil disturbances, manmade disasters, emergencies at medical facilities, school facilities, and other unusual occurrences are contained in the City of Rolla Emergency Operations Plan.
- D. The Chief of Police or the authorized designee will ensure that Missouri Highway and Transportation Department maps, Phelps County Highway maps, and City of Rolla street maps are readily available at headquarters and available for copying and rapid dissemination.

Section 3: Location of the Emergency Operations Plan

(Add. 7/21)

- A. A copy of the City of Rolla Emergency Operations Plan is available on the department internal network drive, and is available online on the City of Rolla's official website. All supervisors should

familiarize themselves with the Emergency Operations Plan and the roles personnel will play when the plan is implemented.

Section 4: Plan Review

(Add. 7/21)

- A. The Chief of Police, the City of Rolla Emergency Management Coordinator or authorized designee shall review the Emergency Operations Plan Manual annually to ensure that the manual conforms to any revisions made by the National Incident Management System (NIMS), and appropriately address any needed revisions.
- B. The Chief of Police or designee should maintain liaison with the City of Rolla Emergency Management Coordinator, other regional emergency services agencies, and other local police departments to develop detailed plans regarding emergencies and mutual-aid.

Section 5: Emergency Recall of Personnel

(Add. 7/21)

- A. In the event that the Emergency Operations Plan is activated, all employees of the City of Rolla Police Department are subject to immediate recall, per department policy. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or authorized designee.

Section 6: Personnel Mobilization

(Add. 7/21)

- A. To facilitate the response to an emergency situation, or any other situation that exceeds the capability of on-duty personnel, the duty officer, other commanding officer, or on-duty shift supervisor may take emergency action to provide additional personnel to resolve the situation. Such emergency action may include ordering on-duty personnel to remain on-duty beyond their normal ending time and or the mobilization of off-duty personnel by calling them in.

Section 7: Anti-looting Measures and Unusual Occurrences

- A. Natural disasters, manmade disasters, civil disturbances resulting in mass arrests, and other major emergency situations can occur at any time. As a result, looting can occur at any time or place and continue throughout the time frame in which the area is in turmoil.
(Rev. 7/21)
- B. Looters normally start with convenience store, liquor stores, sporting goods stores, and drug stores; however, this does not mean that other stores will not be targeted.
(Rev. 7/21)
- C. To prevent or reduce looting, the following guidelines should be followed:
 - 1. Summon additional personnel as needed to control and isolate the area. Isolate the area and control traffic flow by the use of barricades and roadblocks to prevent the number of looters from increasing.
(Rev. 7/21)
 - 2. Make quick apprehension, and immediately remove violators from the area.
 - 3. Establish saturated patrols of the area and establish stationary guard posts.
(Rev. 7/21)
 - 4. Looters are not to be fired upon merely to prevent their escape.
 - 5. Looters are to be expected during the hours of darkness; therefore, measures to increase

lighting should be employed.

6. Keep careful records of the time-frame of looting so that more comprehensive plans to prevent more of the same can be developed.

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 1:A-E "Disaster situation...health problems?"

Section 1:F:2 "The Staff Designee...center in E.O.C."

Section 1:F:5 "The Chief...operational divisions."

<i>Effective Date</i> May 26, 2023	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 551	
<i>Original Issue Date</i> June 21, 1993			
<i>Title</i> General Arrest Policy		<i>Classification</i> II	<i>No. of Pages</i> 15

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn police personnel in General Arrest Procedures and the exercise of discretion thereof.

II. POLICY

The Rolla Police Department establishes the following standard operating procedure for the purpose of detailing guidelines of all sworn police personnel in potential arrest situations. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

(Rev. 4/23)

A. Arrest defined

1. Arrest is defined as the actual restraint of the subject being arrested or by their submission to the custody of the officer, under authority of warrant or otherwise, based upon probable cause that a crime has been or is being committed.

B. Custody defined

(Add. 4/23)

1. Custody is defined as depriving an individual of their freedom of movement or activity in any way either by physically restraining them, handcuffing them, or physically securing them in a locked patrol car, cell, or room, no matter how short of time the detention may be.
2. Officers who deprive an individual of their freedom of movement or activity in any way will articulate their reasons for the detention in a formal investigative report if the situation requires one, or in a detention form in the Records Management System (RMS). (Rev. 5/23)
3. Examples of police custody include the following:
 - a. If an officer handcuffs an individual for officer safety purposes during a field interview and they later release them, the individual is considered to have been in police custody. (Add. 4/23)
 - b. If an officer handcuffs an individual and places them inside a locked patrol car as part of an ongoing investigation, and later releases them, the individual is considered to be in police custody. (Add. 4/23)
 - c. If, during a field interview, the person being questioned wants to leave and the officer tells them they are not free to leave, they are considered to be in police custody. (Add. 4/23)

C. Citizen Contact defined

1. A citizen contact is defined as any in-person interaction between a police officer and a citizen during which the police officer does not possess a reason or authority to arrest or detain the citizen. (Add. 4/23)

D. Field Interview defined

1. A field interview is defined as a citizen contact during which a police officer attempts to solicit information from the citizen for law enforcement purposes by asking questions. (Add. 4/23)

E. Investigative Detention defined

1. An investigative detention is defined as a brief, temporary stop and detention of a citizen by a police officer based upon reasonable, articulable suspicion that the citizen has committed, is committing, or is about to commit a crime. (Add. 4/23)

F. Action Based on Legal Justification defined

1. Action based on legal justification is defined where an officer in every case must act reasonably within the limits of his authority as defined by statute and judicial interpretations; thereby ensuring that the rights of both the individual and the public are protected. The requirement that legal justification be present imposes a limitation on the officer's action. (Rev. 4/23)

Section 2: Citizen Contacts and Field Interviews

(Add. 4/23)

- A. Officers may contact citizens and conduct field interviews, so long as at all times during the contact, the citizen is free to leave, not answer any questions, or otherwise not cooperate with the officer. Citizen contacts and field interviews may only be conducted in places in which the officer has a legal right to be there.
- B. Officers may conduct field interviews to further on-going investigations or when their professional instinct, experience, or training indicates that criminal activity or another situation requiring police intervention may be occurring. Officers will not use field interviews to harass citizens, nor will citizen contacts be made in violation of Special Order #203, Public Discrimination or Harassment.
- C. If, during a citizen contact or field interview, an officer develops reasonable suspicion or probable cause that a citizen is involved in criminal activity, the officer may transition the contact to an investigative detention or arrest, as appropriate and pursuant to the laws of arrest. The reasons for the investigative detention or arrest will be articulated by the officer in a formal investigative report if the situation requires one, or in a detention form in the Records Management System (RMS). (Rev. 5/23)
- D. Officers will ensure, at all times, during a citizen contact or field interview that a reasonable person in the citizen's position would feel free to immediately leave or terminate the conversation. During this ongoing assessment, the following factors will be taken into account:
 1. Any impairments to the citizen's movement by police officers, equipment, canines, vehicles, including blocking of the citizen's path of travel;
 2. Any physical contact with the citizen;
 3. The number, demeanor, and actions of officers present; and

4. The retention of any personal property belonging to the citizen, such as driver's license, identification card, etc.
 5. The show of force by an officer (i.e. display of weapons)
- E. Citizen contacts or field interviews normally do not need to be documented. If, however, the citizen contact, field interview, or any information gained during the contact may be of assistance to the department in conducting on-going or future investigation, the officer initiating the contact will document it in its entirety in a formal investigative report if the situation requires one, or in a detention form in the Records Management System (RMS). (Rev. 5/23)

Section 3: Investigative Detentions

(Add. 4/23)

- A. Pursuant to Terry vs Ohio, 392 U.S. 1, 88 S. Ct. 1868, 20 L.Ed.2d 889 (1968), officers may conduct investigative detentions.
- B. If, during the course of an investigative detention, the officer develops probable cause to believe that the suspect is involved in criminal activity, the officer must transition the detention to an arrest, as appropriate and pursuant to the laws of arrest.
- C. Investigative detentions must be based upon concrete, specific articulable facts known to the officer at the time which, when taken together with rational inferences, reasonably lead the officer to suspect that the individual committed, is committing, or is about to commit a crime and to conclude that stop and detention of the individual is warranted. Detentions may not be made solely based upon a hunch, feeling, or the professional intuition of the officer.
- D. Detentions may not be made based solely on the belief that an individual is "suspicious." Instead, the officer must be able to articulate the specific crime(s) in which he suspects the individual of being involved in.
- E. If, at the conclusion of the reasonable investigative inquires, the officer has not developed probable cause to place the individual under arrest pursuant to the laws of arrest, the suspect must be immediately released from the detention.
- F. The officer's actions will be judged by the totality of the circumstances.

Section 4: Response to Resistance During Investigative Detentions

(Add. 4/23)

- A. Officers must tailor the response to resistance during any investigative detention to fit the particular circumstances of the incident in question. Officers will only use force, which is reasonable under the circumstances to accomplish the legally-permitted law enforcement activities comprising the detention.
- B. Because increased levels of force may be later viewed by the courts as converting the investigative detention into an arrest (for which probable cause would be required), officers will not routinely use increased levels of physical restraint, such as handcuffing, aiming of firearms, or detention inside of a police car, during investigative detentions. If such an increased level of physical restraint is used during an investigative detention, it must be specifically justified by the particular circumstances surrounding the stop in question.

Section 5: General Arrest Guidelines

- A. Laws of Arrest

1. It is the duty of every member of the police force to learn and know the laws of arrest, including informing the accused of his rights. It is the duty of every superior officer to instruct his subordinates on the changes of laws as they occur.

B. Arrest Warrants

(Rev. 4/23)

1. Whenever arrest warrants are received by the Police Department they will be entered into MULES by an emergency communications officer. (Rev. 4/23)
2. Arrest warrants are to be executed by sworn law enforcement personnel only.

C. Forced Entry

1. Any time officers of this department force entry into any building or motor vehicle, the circumstances surrounding such forced entry shall be specified within the offense report.
2. Officers shall show great care and concern to establish their authority for forcing entry.
3. Officers shall list any damage that is done to the property when forced entry is used.
4. Normally, if forced entry is anticipated, a "before" and "after" photograph shall be taken so that the damage may be substantiated.
5. Force during an entry shall be kept to an absolute minimum.
6. The shift supervisor shall ensure that the appropriate insurance paperwork is completed and submitted within 24 hours after damaging a door.

(Add. 5/13)

D. Notification of Missouri University of Science & Technology Police Department

1. The MST Police Department shall be notified as soon as possible after the arrest of any student. The name of the security officer contacted shall be incorporated in the arrest report.

Section 6: Guidelines Concerning Miranda Warnings

A. Synopsis of Miranda Decisions

1. The Miranda Decision rendered by the U.S. Supreme Court on June 13, 1966, requires police officers to give certain warnings and to secure an oral waiver prior to questioning an accused in order for any statements made to be admissible as evidence.
 - a. In light of Seibert vs. Missouri, no two-stage interviews or pre-miranda interviews shall be conducted in a custodial arrest situation.

(Add. 11/05)

B. The Warning

1. You have the right to remain silent.
2. Anything you say can and will be used against you in court.

3. You have the right to a lawyer and to have him with you while you are being questioned.
4. If you cannot afford to hire a lawyer, one will be appointed for you before any questioning if you so desire.

C. When Warnings are Required

1. The above warnings must be orally given prior to an interrogation, whenever an individual is arrested or taken into custody for any offense (whether a felony, misdemeanor, or city ordinance violation) with the exception of certain situations enumerated in Paragraph D below.
2. All persons regardless of age, intelligence or prior police contacts have the right to be given the warnings. NOTE: See Special Order 544, Section 1, "Juvenile Investigations" for procedures governing the interrogation of juveniles.
3. Once a person being questioned makes a statement that forms the basis for an arrest, the Miranda Warnings are required.

D. When Warnings Are Not Required

1. No Need or Desire to Question
 - a. The warnings need not be given when an individual is arrested or detained on any charge where there is no need or desire to question or obtain a statement from him.
2. Persons Not Arrested or Detained
 - a. The warnings are not required so long as the person questioned:
 1. Is not under arrest or in police custody;
 2. Has not been deprived of his freedom of movement or activity in any significant way.
3. Certain Traffic Violations
 - a. The warnings need not be given when an individual is issued a uniform traffic summons or booked for any state misdemeanor or city ordinance traffic violation.

Note: The warnings should always be given if the traffic violation also involves the commission of a felony.
4. General On-the-Scene Questioning
 - a. Police officers arriving at the scene of an offense or violation can question bystanders who have not been arrested without giving them the warnings. The following pertinent quote is taken from the Miranda Decision.

"General on-the-scene questioning as to facts surrounding a crime or other general questioning of citizens in the fact-finding process is not affected by our holding. It is an act of responsible citizenship for individuals to give whatever information they may have to aid

in law enforcement. In such situations, the compelling atmosphere inherent in the process of in-custody interrogations is not necessarily present."

Note: An officer is required to give the warnings and secure an oral waiver prior to further questioning when he begins to believe that the individual he is questioning has committed, or is committing, an offense or violation.

5. Field Interrogation

- a. Brief detention on the street for questioning of individuals who are stopped under circumstances requiring investigation does not require the warnings. Such detention is treated as general on-the-scene questioning.

6. Spontaneous Statements

- a. No warnings are required when persons spontaneously make statements on their own initiative without prior questioning of any kind by police officers. Any statement given freely and voluntarily is admissible as evidence. However, after such a spontaneous statement has been made, the officer must issue the warning to the individual and secure an oral waiver prior to any further questioning.

Note: Spontaneous statements should always be included in the police report, even when made after the subject has stated that he refuses to make any statement and then spontaneously gives an alibi or makes an admission with an explanation.

7. Suspect Voluntarily Surrenders

- a. The Miranda Warnings are not required in a case where a suspect voluntarily comes to the police for the purpose of questioning. (See Paragraph C.3. for exception.)

8. Other Circumstances

- a. The Warnings are not required in the following situations.
 - 1. Questioning the accused as to his name, address, place of employment or other identifying information.
 - 2. Making a thorough search of the accused person.
 - 3. Taking fingerprints or photographs of the accused for booking purposes.
 - 4. Requesting the accused to provide a handwriting sample.
 - 5. Requiring the accused to perform reasonable acts aimed at identifying him, except participation in a lineup or confrontation where he will be subject to witness identification.
 - 6. Requiring the accused to submit to a test designed to determine the alcohol content of his blood.

E. Additional Rules Governing Interrogations

1. Continued questioning after an arrested person has either requested the presence of an attorney or expressed a preference to remain silent is not permissible. so the suspect has the right to "cut off" questioning. Repeated attempts to obtain a waiver will result in the statement being inadmissible.
2. No admission, statement, or confession can be admitted into evidence at the trial unless the prosecution can establish that the warnings were given and that the individual understood his rights, and freely, intelligently, and voluntarily waived them. The officer should put facts in the report so a court could find that the individual waived the rights. In addition, any evidence obtained as a result of an inadmissible confession is also excluded from evidence (e.g., a murder weapon recovered as a result of inadmissible confession).

Section 7: Felony Arrest

- A. Although the element of danger is present in all arrests, this danger can be reduced if four (4) facts are kept in mind:
 1. Caution
 2. Planning
 3. Manpower superiority
 4. Using the proper approach
- B. While each situation is different, there must be some plan of action behind every arrest, even the chance encounter on the street.
- C. Officers assigned to a planned arrest must be thoroughly briefed in advance of the arrest. The plans should include:
 1. The latest photographs of the subject being arrested.
 2. A physical description of the suspect.
 3. The background of the suspect, pertaining to habits, violence, etc.
 4. Be briefed on the crime for which the suspect is being arrested.
 5. If the arrest is to be made indoors, the officers must be thoroughly familiar with the floor plans of the building, if available.
 6. Each officer's duties must be understood by that officer as well as the other officers involved.
- D. If the arrest of a felon is spontaneous on the street, the arresting officer shall call for assistance whether he feels that he needs it or not.
- E. If the arrest is a chance arrest on the street and the arresting officer is alone, the suspect should be approached from the rear.
- F. The tone of the officer's voice, supplemented by attitude, bearing, and appearance, help the officer control the situation.
- G. When contact is made with the felon, the officer is to:

1. Keep a safe distance between the suspect and yourself.
2. Be prepared for anything;
3. Identify yourself as a police officer;
4. Inform the suspect to stop;
5. Inform the suspect that he/she is under arrest;
6. Advise the suspect to raise arms over head;
7. Direct the subject to assume a wall-search position or a ground-search position;
8. Once the suspect is stabilized, the officer may carefully approach the subject and secure the subject with handcuffs, as per Departmental policy.

(Rev. 9/95)

9. Conduct a frisk for weapons or tools of escape.
10. Transport the subject to the prisoner processing area.

H. Avoid the use of profanity during the arrest.

I. After the arrest, requests by the prisoner for water or the use of the restroom should be either denied or very closely supervised.

J. Protect the arrested subject from all other persons.

Section 8: Misdemeanor Arrests (Chapter 544, RSMo)

- A. The following procedure will be adhered to when a misdemeanor offense occurs not in the presence of a police officer.
1. Prior to effecting a misdemeanor arrest, the arresting officer will establish probable cause on which to base an arrest.
 2. Once probable cause has been established, the subject, if an adult, may be arrested.
 3. If time allows and circumstances permit, the officer will seek a warrant before the arrest is made.
 4. No arrest will be made without first establishing adequate probable cause.
 5. After the arrest has been made, the person arrested will be processed in the same manner as if the offense were committed in the presence of the police officer.
 6. If the subject is incarcerated, a warrant must be issued within 24 hours from the time of the arrest or he/she must be released.

(Rev. 5/08)

7. For misdemeanor violations in which an arrest is made without a warrant and based on probable cause, the arresting officer (if circumstances warrant) may release the arrested person after issuing a Uniformed Complaint and Summons for the committed violation.
 8. Custodial incarcerations will have the approval of the on-duty watch supervisor before the arrested subject is incarcerated.
- B. If the subject who committed the violation is an adult and there is no need that the subject be taken into custody:
1. Complete the "Complaint Information," have it signed by the party making the complaint, and secure statements from those who witnessed the violation.
 2. In the absence of a signed complaint (if you have established probable cause), you may issue the subject a Uniformed Complaint and Summons.
 3. If the subject who committed the violation is a juvenile, follow the current Department policy concerning juveniles.
- C. Shoplifting Violations
1. After you have established probable cause, you may arrest the subject, continue to take a signed complaint, and take a statement from any person who witnessed the violation that will help support the probable cause. Ensure that all evidence is secured in accordance with current Departmental policy.
 2. State Statute 544.170 (twenty-four hour detentions on arrest without a warrant) will be adhered to as part of this policy.
- (Rev. 6/20)
- D. A classic definition is, "Probable cause exists if the facts and circumstances known to the officer warrant a prudent man's believing that the offense has been committed."

Note: Probable cause does not mean mere suspicion, rumor, or hunch, but it also does not mean certainty or knowledge beyond reasonable doubt. Although the defendant may later be released or acquitted, it is enough that under the circumstances he appears to have committed the violation. The court will look to see whether the officer acted on the basis of facts which he knew prior to the arrest. More than good faith is required.

- E. Officers who have not been certified under the provisions of Sections 590.100 to 590.150 RSMo do not have the power of arrest for ordinance violations in accordance with Chapter 544 RSMo.

Section 9: City Ordinance Violations and Related Procedures

- A. In all non-traffic cases, such as possession of a controlled substance, minor in possession, or other city ordinance violations, the violation will be written on the Uniformed Complaint and Summons.
- B. All information concerning traffic charges will be omitted with lines drawn through the traffic information.
- C. On the line of the Uniformed Complaint and Summons that states "Other Violations," print the words "NON-TRAFFIC" in block letters.

- D. On the line of the Uniformed Complaint and Summons that states "Describe Violations," write in the violation. (Example: Peace Disturbance)
- E. In the section of the Uniformed Complaint and Summons that requires the ordinance violation, the officer will write in the ordinance violation number.
- F. When issuing non-traffic Uniformed Complaint and Summons, the officer will have the emergency communications officer assign a complaint number, and an Incident Report or a regular Offense Report will be written concerning the offense. The Uniformed Complaint and Summons number will be incorporated into the report. (Rev. 4/23)
- G. Bonding procedure will be as follows: The procedure will generally follow the guidance of traffic-related violations. The officer may, by following the guidelines set forth below, release the accused at the scene by assigning a court date and presenting the summons copy of the Uniformed Complaint and Summons. (Rev. 6/20)
1. In determining whether to continue custody or release on a Uniformed Complaint and Summons, the officer shall inquire into and consider facts about the accused, including but not limited to:
 - a. Place and length of residence.
 - b. Family relationship.
 - c. References.
 - d. Present and past employment.
 - e. Criminal record.
 - f. Other relevant facts such as:
 1. Whether the accused fails to self-identify satisfactorily.
 2. Whether detention is necessary to prevent imminent bodily harm to the accused or to another.
 3. Whether there is sufficient assurance that the accused will respond to a summons due to the subject's association and/or affiliation within the jurisdictional boundaries.
 4. Whether the accused has previously failed to appear in response to a summons.
- H. In cases of arrest where continued custody is deemed necessary, the following booking procedures will be followed:
1. In traffic cases when the subject is able to post bond within a reasonable amount of time after arrest, a Record of Arrest Form need not be completed. A copy of the Uniformed Complaint and Summons will be given to the subject, and the officer's report will include information concerning the amount of bond posted and the time that the subject was released on bond.

2. In cases where the arrested subject is not able to post bond and must be incarcerated in the Phelps County Jail, the officer shall complete both the Uniformed Complaint and Summons and a Record of Arrest Form. The defendant's copy of the Uniformed Complaint and Summons will be given to the Phelps County Sheriff's Deputy at the jail, to be attached to the jail card. The Record of Arrest Form will be processed as before; original copy to the emergency communications officer on duty, carbon copy attached to the report along with the other copies of the Uniformed Complaint and Summons. When the arrested subject is released from the Phelps County Jail, the officer assigned to releasing the subject shall make certain that the defendant's copy of the Uniformed Complaint and Summons is removed from the jail card and given to the subject when he is released. (Rev. 4/23)
- I. In all cases, the arresting officer will ensure that the defendant is informed of the charge(s), amount of bond, court date, and location of the court.
- J. Officers may arrest or issue a summons or Uniformed Complaint and Summons in any misdemeanor or ordinance violation, whether or not the offense was committed in the officer's presence. Physical arrest is not required, but is discretionary with the officer.
- K. In assault cases not committed in the officer's presence, the officer will evaluate the seriousness of the case, and:
 1. If the officer feels that the case is serious enough to call the prosecutor, he will request permission from the shift supervisor to do so.
- L. All officers are reminded that Uniformed Complaint and Summons may be issued in cases of city ordinance violations whether or not committed in the officer's presence.
- M. Charging individuals at the time of the arrest on municipal charges
 1. When an individual has been arrested based on probable cause but without a warrant of arrest (on a municipal charge), the individual shall be issued a Uniformed Complaint and Summons by the arresting officer at the time of arrest. The Uniformed Complaint and Summons shall be served on the individual prior to the subject being incarcerated. A Uniformed Complaint and Summons shall be issued by the arresting officer even if a complaint has been signed by a citizen, and a warrant is being applied for.
 2. Under no circumstances shall an individual be released on bond without being served a legal document showing the charge at the time of arrest.
 3. If the arresting officer has a municipal warrant of arrest for the subject, then a Uniformed Complaint and Summons does not have to be issued at the time of arrest.
 4. The arresting officer shall have the responsibility to coordinate with the prosecuting attorney when that officer has made an arrest without a warrant. Normally the procedure to be followed is:
 - a. The City Prosecuting Attorney and/or the Phelps County Prosecuting Attorney will not have to be contacted in person by the arresting officer. The prosecuting attorney will review the report of the arrest; and if there are any questions, the prosecuting attorney will make telephone contact with the arresting officer.

(Rev. 4/97)

Section 10: Interrogations, Adult

- A. Miranda Warnings will be given prior to the interrogation of a suspect, and acknowledged by a Miranda Warning Report signed by the officer, when the following two (2) items apply:
 - 1. The suspect is in custody, and
 - 2. is going to be asked incriminating questions
- B. Refer to Special Order #542 regarding the mandates and guidelines for recording interrogations. (Add. 4/10)
- C. During the interrogation, officers will not use coercion to extract a confession.
- D. Officers will not use promises or threats to extract a confession.
- E. If during the interrogation the subject desires to end the interrogation, officers will not continue asking questions.
- F. If the subject desires the right to have an attorney present, the interrogation will not be conducted until an attorney is present.

Section 11: Handcuffing

- A. Officers of this Department shall carry a minimum of one (1) set of issued handcuffs while on duty. (Rev. 4/97)
- B. The handcuffs shall be carried on the officer's service belt in such a manner that the officer has easy access to them.
- C. Officers of this Department shall carry a key to their handcuffs.
- D. Under normal circumstances, the following people are to be handcuffed.
 - 1. Felons who have been arrested.
 - 2. Those persons arrested for misdemeanors who are violent or threaten violence.
 - 3. Prisoners who, in the officer's opinion, may be an escape risk.
 - 4. Any person who is threatening harm to himself or others.
 - 5. This will apply to handicapped prisoners as well; they, too, can pose a threat to an officer.
- E. Juveniles may be handcuffed as directed in Section 7: D:4 of this policy.
- F. When applied, handcuffs will be snug but not tight on the wrists of the individual.
- G. Handcuffs will not be snapped on the individual in a hard manner.
- H. After the handcuffs are in place and locked on the individual, the cuffs will be double locked.
- I. Normally, the individual will be handcuffed with his hands to the back.

- J. Normally, the individual's hands will be back-to-back when the handcuffs are applied.
- K. For maximum limitation of a handcuffed person's mobility, the chain portion of the handcuffs may be placed behind the belt of the individual.
- L. Flexible handcuffs should be used on those persons whose wrists are too large for the standard handcuffs.
- M. Flexible handcuffs will be used on those persons whose wrists are too small for the standard handcuffs.
- N. Prisoners will not be handcuffed to chairs or other movable items.
- O. Prisoners will not be handcuffed to portions of the motor vehicle.
- P. When two (2) persons are being handcuffed together, the right arm of one person will be handcuffed to the left arm of the other.
- Q. Handcuffs may not be required on sick or injured persons, depending upon the nature of the sickness or injury. It will be the officer's discretion on what injury or illness will change the aforementioned policy.
- R. Mentally disturbed prisoners may pose a significant threat to themselves and/or the transporting officers. The selected device should restrain the prisoner securely without causing injury. Leather restraints shall be used whenever practical, but this does not preclude the use of handcuffs in emergency situations.
- S. When transporting a handicapped or disabled prisoner, the transporting officer will exercise due care respective of the handicap and will ensure the transporting vehicle is appropriate for the prisoner's wheelchair, crutches, prosthetics, or other devices. If transportation in a patrol car is not feasible, special arrangements will be made (e.g. using a van type vehicle, requesting a special prisoner transport vehicle from another agency, requesting an ambulance, etc.).

(Add. 5/13)

Section 12: Protective Custody

- A. When investigating a call indicating that a subject may be a danger to himself/herself or others, the investigating officer shall determine if the individual appears to be in reasonably good health.
- B. The officer shall attempt to determine if the subject in question is intoxicated, ill, or mentally disturbed. The officer shall also determine if the subject in question is able to care for himself/herself.
- C. If the subject appears to be able to care for himself/herself, the officer shall attempt to seek assistance from a friend or family member of the subject.
- D. If it is necessary that the person be taken into custody for his/her own protection or the protection of the general public, he/she shall not be arrested, but instead be placed in protective custody.
- E. An individual shall not be held in protective custody for a period greater than (12) hours from the time he/she was taken into custody.

- F. Prior to incarceration, the individual shall have a booking sheet completed with all the necessary information as well as other jail documents.
- G. The charge on the booking sheet shall read "Protective Custody." A person taken into "Protective Custody" is not considered to have been arrested and does not require a permanent arrest record.
- H. A complete report of investigation shall be submitted by the officer taking the individual into custody with all of the facts and circumstances pertaining to the case of investigation.
- I. If the investigation indicates that it is necessary, the officer shall have the individual submit to a breathalyzer test to determine the amount of alcohol in his/her system.

Section 13: Arrest Warrant Application

- A. The officer who has developed probable cause to effect an arrest of an individual for a felony offense shall make application for the warrant. The application shall consist of a Probable Cause Statement and reports.

(Rev. 6/20)
- B. The officer who is seeking a warrant of arrest for an individual who was not taken into custody for a misdemeanor or a felony offense shall make the warrant application. The application shall consist of a Probable Cause Statement and reports.

(Rev. 6/20)
- C. Any deviation from Paragraphs 9:A and 9:B of this policy must have approval of the prosecuting attorney who has proper venue.

Section 14: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:
Section 2:E:1 "The right of....family or friends."

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 552	
Original Issue Date April 15, 1998			
Title Searches and Seizures		Classification II	No. of Pages 19

I. PURPOSE

The purpose of this policy is to outline the search and seizure procedures for members of the Rolla Police Department.

II. POLICY

The following policy shall set forth the guidelines for search and seizures by the members of the Rolla Police Department. This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this department in an administrative setting.

Section 1: Searches of Persons

- A. When an individual is searched, the searching officer shall include within the body of his report of investigation his authority to search that person.
- B. The following authorities are the only lawful types that will be used:
 1. With a warrant: The officer shall supply a copy of the search warrant with the report.
 2. With the consent of the person being searched: The officer may have a signed Consent to Search form (Attachment #2) with the report.
 3. Incident to a lawful custodial arrest: The following information shall be shown within the report:
 - a. That the arrest was based on probable cause. All elements of the probable cause shall be shown in the report.
 - b. That the arrest is a custodial arrest.
 - c. That the search is made contemporaneous with the arrest.
 - d. That the only areas searched are:
 1. The person;
 2. The area of immediate control.
 4. That the incident is a stop and frisk situation.
- C. The following evidence may be obtained, without consent, anytime the officer has made an arrest on probable cause. Otherwise, consent or a court order is necessary.
 1. Fingerprints

2. Scars
3. Voice samples
4. Tattoos
5. Photograph (Add. 4/05)
6. DNA Evidence – for major felonies, refer to Missouri Charge Code Manual for complete listings (Add. 6/20)

Section 2: Stop and Frisk

A. Introduction

1. Stopping and questioning of persons on the street under reasonably suspicious circumstances is a valuable police technique and can, if used properly, contribute to the prevention and solution of a crime. Frisking such persons is permitted under certain circumstances. A frisk is a reasonable protective search where the officer pats down the suspect's outer clothing to search for weapons which may be used against the officer or other persons.

B. Scope of Procedure

1. A suspect may be stopped by a police officer on the officer's "reasonable suspicion" that he has committed, is committing, or is about to commit a crime, and may be asked his name, date of birth, operator's license number, address, and an explanation of his actions. The suspect may also be asked for identification. No right to frisk exists unless there is first the right to stop; but even then, a frisk or protective search is not lawful in every case in which the right to stop exists. A frisk is justified only when the officer reasonably suspects that the person lawfully stopped by him is armed, and is presently dangerous to the officer, or to another person.

C. "Reasonable Suspicion" Defined

1. Reasonable suspicion is present when law enforcement officers have knowledge of specific and articulable facts which, when taken together with rational inferences from those facts, create a reasonable suspicion that a person has committed, is committing, or is about to commit, a crime.
2. Reasonable suspicion does not require that the articulable facts and rational inferences on which the police act exclude all possible non-criminal interpretations.

D. Investigative Stops

Some circumstances to be considered in determining whether reasonable suspicion exists so as to justify a stop are as follows:

1. The actions of the suspect appear to be related to a criminal activity.
2. The hour of the day or night.
3. The neighborhood, considering the hour.
4. The clothing of the suspect bulged in a manner suggesting a concealed weapon.
5. Whether the suspect is carrying anything, and if so, the nature thereof.

6. The proximity to a known crime scene and type of crime suspected based upon the officer's knowledge that a recent crime has been committed and that the suspect can be connected to that crime.
7. Prior knowledge of the officer including:
 - a. Suspect's prior record.
 - b. Information from an informer or third party.
 - c. Any overheard conversation or knowledge gained in some other way that the suspect is or has been connected with a crime.
 - d. Suspect is known by the police officer to be disposed to violence.
8. Any statements by reliable citizens or known informants concerning the demeanor or actions of the suspect.

E. Right to Question

1. A suspect who has been stopped upon reasonable suspicion may be questioned by the officer to discover his name, address, and an explanation of his actions. The suspect may not be compelled to answer these or any other questions. Upon refusal of the suspect to answer the officer's questions, he may be questioned further but may not be unduly detained nor may be deprived of freedom of movement in any significant manner unless the officer is prepared to make a formal arrest in accordance with the legal requirements for an arrest without a warrant. If the suspect is a witness to a crime or an accident involving property damage or bodily injury, then he must give the officer his correct name and address. Refer to section entitled "Serving a Search Warrant."

F. Right to Conduct a Reasonable Protective Search (Frisk)

1. No right to conduct a limited protective search or to frisk exists unless there is a right to stop, nor is a frisk lawful in every case in which a right to stop exists. A frisk is justified only when not a pretext for obtaining evidence. A frisk that is permitted is a patting down of the outside of the suspect's clothing for the discovery of deadly or dangerous weapons and for no other purpose. If the patting down or external feeling search may be made, but if the "frisk" indicates an object that could be a weapon, the officer is authorized to search that part of the suspect's clothing containing such object, but he may not search any further.
2. If the object felt and found in the course of the search is a deadly weapon, and it is unlawful for that person to possess that weapon, the officer may then and there arrest the suspect and then make a further search of the suspect and his immediate surroundings and seize anything in the nature of contraband, instrumentalities, fruits of crime, and/or evidence.

(Rev. 6/20)

3. The frisk is limited to a "pat-down" of the outer clothing, where the officer seeks to locate a bulge which might be a weapon.
4. No frisk is appropriate, unless the officer reasonably suspects that he or another person is in danger. In determining whether reasonable suspicion exists sufficient to support the "frisking"

of the suspect, officers must keep in mind the Stop and Frisk case law (TERRY VS. OHIO, 1968).

G. Right to Question Witnesses

1. RSMo 575.190 requires that persons who witness all or part of a crime or incident involving physical injury or substantial property damage must report their name and current address upon demand of a law enforcement officer engaged in the performance of his duties.
2. If a police officer knows that a person has witnessed such a crime or incident, and that person refuses to report his correct name and address, the officer may arrest the person for refusal to identify as a witness. Note: Witnesses are not required to give any information other than their correct name and address.

H. The “Frisk” is not a “Search.” Therefore, an officer is allowed to make a “frisk” but not a “search” under the United States Constitution. To make a valid frisk, the officer must show the following:

1. The stop of the individual was reasonable;
2. The frisk of the individual was reasonable; and
3. The frisk did not constitute a search.

I. The officer must be concerned for his safety and/or the safety of others.

J. Prior to seizing a bulge, the bulge must feel like a weapon. If the officer feels what appears to be a cellophane packet, it may not be seized; however, if the officer feels a bulge that appears to be a gun, and upon seizing the gun a packet of heroin is discovered, both of the items will be admissible as evidence.

K. Stop and frisks also apply to automobiles. The officer may frisk the immediate area where the passengers are located for weapons.

L. Women may be frisked for weapons, using the following guidelines:

1. The handbag may be squeezed;
2. The outer clothing may be patted down; and
3. The woman may be directed to remove her coat.

M. Miranda warning will be given under a stop and frisk when a person is in custody, and the officer intends to interrogate said person.

1. Definition of Custody: If the subject believes he/she is not free to leave, even if the officer has not stated the subject is under arrest.

N. The use of force is limited in a stop and frisk situation.

1. The officer’s right to ask questions of the suspect does not compel the suspect to answer the questions.

2. An officer may use “reasonable” force in conducting the frisk.
 3. The suspect does not have to display any identification, unless he is operating a motor vehicle on public streets.
- O. Officers will display a reasonable amount of courtesy when conducting a stop and frisk. The officer will explain to the subject why the stop and frisk is being conducted.
- P. If an arrest is made relative to the stop and frisk, the officer will include, in detail, the facts surrounding the stop and frisk as well as the arrest, within the report.

Section 3: Frisk Type Search of a Vehicle

(Add. 2/09)

- A. Police officers may stop a vehicle for investigative purposes based on specific and articulable facts which, taken together with rational inferences from those facts, reasonably warrant suspicion of criminal conduct on the part of the occupants of the vehicle.
- B. During the course of an investigative stop of an automobile, a limited search of the passenger compartment, limited to those areas in which a weapon may be placed or hidden, is permissible if the police officer has a reasonable belief based on specific and articulable facts that the suspect is dangerous and may gain immediate control of a weapon.

Section 4: Searches of Arrested Persons Prior to Transportation to a Jail Facility

- A. It is the policy of this Department to search arrested persons for weapons and tools of escape prior to the transportation of the prisoner to a jail facility. The standard search procedure taught shall be followed when searching prisoners.
- B. If the officer locates a weapon or a tool of escape, that item is to be removed and secured, or placed into a pocket of the officer, or placed on the ground behind the prisoner. The officer is to continue the search at the same point from where the weapon or tool was discovered.

Section 5: Strip Search

It is the policy of this Department to treat all prisoners with dignity and respect. The following procedure shall be followed by all members of this Department.

- A. No person arrested or detained for a traffic offense or an offense which does not constitute a felony will be subjected to a strip search or a body cavity search by a law enforcement officer unless there is probable cause to believe that such person is concealing a weapon, or evidence of the commission of a crime, or contraband.
- B. Definitions:
1. Custodial Search: The thorough examination, with the hands, of the clothing, including the inside of the pockets and other compartments. Accessories (i.e. coats, hats, belts, shoes, socks, etc.) and any outer clothing which is too bulky or restrictive to allow a thorough search can be removed and searched.
 2. Strip Search: The removal or rearrangement of some or all of the clothing of a person so as to permit an inspection of areas such as the genitals, buttocks, anus, breasts, or undergarments of such person, including but not limited to inspections conducted visually or manually.

3. 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.

C. Procedures

1. All arrested persons who are to be confined to a cell shall be subject to a thorough custodial search conducted by a person of the same sex as the person being searched, if at all possible.
2. No arrested person may be subject to a strip search or body cavity search unless the officer has probable cause to believe the prisoner is concealing a weapon or evidence. Facts to be considered include, but are not limited to:
 - a. Nature of charge;
 - b. Prior arrest history; or
 - c. Information from informant.
3. In addition, if a body cavity search is to be conducted on a prisoner arrested for an offense that does not constitute a felony, a search warrant must be obtained before performing the search.
4. All strip searches shall be conducted by and in the presence of an officer of the same sex as the arrested person. Prior to conducting a strip search, the searching officer must obtain permission from a Command Staff officer.

(Rev. 6/20)

5. All body cavity searches shall be performed in the presence of an officer of the same sex as the arrested person and conducted under sanitary conditions by a physician, registered nurse or practical nurse licensed to practice in the state. Prior to conducting a cavity search, the searching officer must obtain from the arresting officer's Shift Supervisor, with prior approval of the Duty Officer, a signed approval to conduct the cavity search (See Attachment #1).

(Rev. 4/12)

6. Whenever it becomes necessary to delay the strip search or cavity search of a subject (i.e., awaiting medical personnel or officers of the same sex), precautions will be taken to ensure that the person is isolated from other prisoners and can be kept under surveillance.
7. Both strip searches and body cavity searches shall be conducted only in the presence of officers or department personnel of the same sex as the prisoner. Only those persons necessary to the security and safety of the arresting officer and prisoner shall be present. However, if the subject being searched requests the presence of an individual who is "readily available," this person will be allowed to witness the search. The name of this person will be noted on the Prisoner Search Form (Attachment #1).
8. Prisoner Search Form (Attachment #1)

The Prisoner Search form must be completed whenever a cavity search is conducted on a prisoner. It shall include the following:

- a. The name of the person searched;

- b. The names of the persons conducting the search;
 - c. The time, date and place of the search; and
 - d. The name of the witness, if present
9. A copy of this report shall be furnished to the person who was searched, and one copy will be retained with the booking sheet.
10. All strip searches and body cavity searches conducted by law enforcement officers of this Department shall be performed by persons of the same sex as the person being searched, and shall be conducted on premises where the search cannot be observed by any person other than the persons physically conducting the search, except nothing herein shall be interpreted to prohibit a readily available person from being present at the request and consent of the person being searched.

Section 6: General Searches

- A. In 1969, the Supreme Court reduced the permissible scope of search made incident to an arrest inside premises. The Court held that a search incident to an arrest must be restricted to the:
- 1. Person of the arrestee; and
 - 2. The area under his immediate control. (“The area under his immediate control” was defined as that area as one from which he could seize a weapon or destructible evidence.)

Section 7: Consent Searches

- A. *Chimel v. California*, 395 U.S. 752 (1969)
- 1. Any search pursuant to an arrest made within premises and beyond the immediate vicinity of the arrestee, absent an emergency, must be made under the authority of a search warrant or with consent of a party empowered to give such consent.
 - 2. When an officer has grounds to make an arrest, but insufficient facts to justify the issuing of a search warrant, the only avenue open to the officer is a “consent search.” An officer preparing to search under this authority must take four (4) separate steps. They are:
 - a. Determine whether the premises are protected by the fourth amendment.
 - b. If the area desiring to be searched does fall under the fourth amendment, identify the person then lawfully entitled to possession. This may or may not be the legal owner.
 - c. Obtain from the person who possesses the property a voluntary relinquishment of the constitutional right declared in the fourth amendment. This consent should specify the scope and intensity of the contemplated search. It is not necessary to give any warnings to the person from whom you are seeking the consent.
 - d. Conduct the search within the limitations expressed or implied in the consent.
 - 3. The courts have held that most people can only expect privacy of their house, place of business, or place of storage of personal effects and that area immediately surrounding these places. In a

city, the courts have held that area to be the house and yard; however, on a farm, that area may be quite large.

B. Principal and Agent

1. An agent is one who acts for or in place of another by authority from him.
2. The agent's authority to consent depends upon the extent to which he has been given the right of possession and authority to act for his principal.
3. If desiring to search a large business, contact the highest ranking person available for the consent.
4. As to business records, obtain consent from the person who has direct supervisory control of the records in question.

C. Host and Guest

1. Lessee of the premises can give authorities consent to search and enter his premises, and evidence disclosed as a result thereof could be used against the guest.

D. Secondary School Officials and Students

1. A student can expect privacy in his effects and locker.
2. High school students are protected from unreasonable searches and seizures, even in the school, by employees of the State whether they be police officers or school teachers. *PEOPLE V.D.*, 315 N.E. 2d 466, (N.Y. 1974).
3. The burden of proving the voluntary consent lies with the prosecution. As the student's age lessens, the proof indicating consent increases.

E. Voluntary Consent

1. The court will examine the following:
 - a. Duress
 - b. Coercion, express or implied.
2. The open display of weapons has been found to be coercion. Do not threaten to obtain a search warrant. The language used by the officers may be important. Deception, fraud, misrepresentation will invalidate any voluntary consent to search.
3. Do not be overbearing when requesting permission to search.

F. Husband and Wives or Cohabiting Male and Female Partners

1. If both parties are present, and consent is given by both, a search can be completed. (Rev. 5/07)
2. If both parties are present, and one refuses, a search cannot be completed. (Rev. 5/07)

3. If only one party is present, and the below 3 criteria are met, a search can be completed.

(Rev. 5/07)

- a. Whether the partner had the authority to permit a warrantless search of the home in the absence of the other partner;
- b. Whether the item sought was among “personal effects” of the other spouse not commonly or jointly possessed by the partner;
- c. Whether the consent to search was voluntary.

G. Parent and Child (Unless the child pays rent, then see Landlord/tenant)

1. The consent is valid when a parent gave the consent to search.
2. A child living at home assumes the risk of the parents authorizing a search of the child’s possessions.

H. Other Family Members

1. Where a person lives on a permanent basis with another relative, the rule applies as with the Parent/Child.
2. As to siblings, they can authorize a search of an area that is jointly accessible to both.

I. Employer and Employee

1. Courts have approved the police search of a business establishment directed against an employer based upon consent obtained from the employee. When an employer gives power to an employee to control, supervise, or otherwise exercise domination over the business premises, he has, for all practical purposes, given up any reasonable expectation of privacy in the premises, but not his personal things inside.
2. An employer giving consent to the search of the business premises for evidence incriminating an employee generally depends on where the search is conducted. He cannot consent to those areas that are reserved exclusively for the employee and where the employee has a right to privacy.
3. Terms and conditions of an employment contract may waive the employee of any right to privacy in a desk, locker, etc.

J. Tenant

1. “Tenant” is broadly defined to include one who, by express or implied agreement, acquires possession but not ownership of a ranch, farm, business building, office, house, apartment, room, or other place regardless of the duration of the contract.
2. If the tenant is not physically present or is otherwise unavailable, a consent search cannot be made unless an individual can be located who has the power to give the consent as in absentee possession.

3. Generally, the tenant possesses only that area described in the terms of a contract with the owner. Those areas used in common by all tenants such as hall, furnace rooms, etc., remain in the possession of the owner.
4. If the leased premises are commercial in nature and open to the general public, the tenant enjoys no special expectation of privacy; therein, his consent is not required.

K. Joint Tenants

1. There are two exceptions to the general rule that a joint tenant or occupant may consent to search of premises commonly occupies:
 - a. Where areas or things are understood to be reserved for the exclusive right of the non-consenting party.
 - b. When a joint occupant is present and objects to the consent given by his cohabitant.

L. Business Partners

1. A valid consent search obtained from one partner is binding to all members of the partnership as to business premises jointly occupied, *UNITED STATES V. SPERAS*, F. 2D. 69 (7th Cir. 1954).
2. Consent from a “silent partner,” one who contributes money but still has no right to occupy the premises or participate in management of the enterprises, would likely be ineffective against the other partners.
3. Entry cannot be gained to that property which is owned solely by one of the partners, such as a desk, briefcase, etc.

M. Actual Authority to Consent v. Apparent Authority to Consent

1. Actual authority is required. The investigating officer must take great pains to determine who in fact may give actual authority for a consent search.
2. If the individual who gave consent is not allowed to give the consent in actuality, the officer will lose any and all evidence seized, as well as being liable for violation of the fourth amendment to the constitution pertaining to unreasonable searches.

N. Absentee Possessor

1. An individual in lawful possession of premises retains the constitutional protection therein during his temporary absence.
2. If an officer desires to search by consent a premise temporarily vacated, authorization for the search must be obtained from the absent party, or:
 - a. From one who is the agent of the lawful possessor empowered to give consent; or
 - b. From one who has equal possessory rights in the premises, such as a spouse, joint tenant, or partner.

O. Owner/Landlord

1. If the owner of the house, office, or other protected premises to be searched enjoys the current right to possession and is physically present, his consent may be obtained.
 - a. This applies if the search is to be made of the entire property or just one box on the property.
2. It has been held that possession of an apartment remains with the leasee, even if the rent is past due. UNITED STATES V. OLSEN, 245 F. SUPP. 641 (D. MONTE. 1965).
3. The owner or other occupant having the current right of possession of the premises has the capacity to consent to a search for the purpose of locating property stored on his premises by a trespasser. A trespasser has no standing to object to a search. STATE V. POKINI, 367 P. 2D 499 (HAWAII, 1961).

P. Abandoned Dwellings

1. Abandonment of premises deprives the former possessor the right to assert that his rights were violated by police entry, search and seizure.
2. Abandonment in the constitutional sense means the intentional and voluntary relinquishment of the reasonable expectation of privacy in premises. Proving this definition can be extremely difficult.
3. The premises must be voluntarily relinquished with the intent to abandon it.
4. Because the relinquishing party seldom, if ever, announces his intent to abandon the property, his state of mind must be established during the investigation process.
5. Points to consider to establish voluntary relinquishments include, but are not limited to:
 - a. Present whereabouts of former possessor;
 - b. Circumstances of his departure;
 - c. Duration of his absence;
 - d. Condition of vacated premises;
 - e. Remarks prior to his departure; and
 - f. Provisions of rental agreement.

Q. Permission to Search Form

1. Once the officer establishes who may legally give consent to search, he may initiate a Consent to Search form (Attachment #2).

Section 8: Search of Premises

- A. Any time an officer searches a premises, it shall be within the following authorities:

1. With a search warrant. The officer shall include a copy of the search warrant with the report of investigation.
2. With the consent of the person who has the right to give consent. It is recommended that a signed Consent to Search form be obtained and included with the report. The following criteria must be established under this authority:
 - a. The consent is voluntary;
 - b. The person giving the consent has the authority to give consent.
3. Incident to a lawful arrest. This authority is limited to the following conditions:
 - a. The arrest is lawful;
 - b. The arrest is a custodial arrest;
 - c. The search is contemporaneous to the arrest;
 - d. Only the person and the area within his reaching distance is searched.
4. A protective sweep. This is limited to those areas where another person would be able to hide. The officer is using the protective sweep authority only for his own protection.
5. Plain view. This is when an item of evidence is within plain view of the investigating officer.
6. Hot pursuit. This is a search of the area that a suspect passes through when an officer is giving chase.
7. Under exigent circumstances. The officer must be able to prove that the situation was of an emergency nature, such as shots fired, destruction of evidence, a call for help, etc.

B. The authority for the search shall be fully reflected within the report of investigation.

Section 9: Search Warrant Application

A. Policy

1. It is the policy of this Department to seek a search warrant when officers have time to apply for one, prior to a search.

B. Definition

1. A search warrant is a written order of a court commanding the search of a person, place or thing and the seizure, photographing, or copying of property thereon or therein.

C. Issuance of a Search Warrant

1. A search warrant may be issued by any judge of a court having territorial jurisdiction where the thing to be searched is located at that time.

2. Prior to the judge issuing a search warrant, he will hold a non-advisory hearing to see if sufficient facts have been stated in the application.
3. A warrant may be issued only for the following:
 - a. Property which has been stolen or otherwise illegally acquired;
 - b. Property, article, material, or substance which constitutes evidence of the commission of a criminal offense (felony or misdemeanor).
 - c. Contraband (e.g., narcotics);
 - d. Other property authorized by any statute to be seized (contact legal advisor for information on statutes);
 - e. Property used to manufacture a thing for which possession is a crime;
 - f. To search for and rescue a kidnapped person;
 - g. To search for and seize any deceased fetus or corpse, or part thereof;
 - h. Private papers or business records;
 - i. To search for any person from whom a valid felony warrant of arrest is outstanding. This may become necessary because an arrest warrant is not sufficient to allow an officer to enter another person's home to search for the person against whom the warrant was issued. On the other hand, the arrest warrant is sufficient, and necessary, if the officer is attempting to arrest the suspect at his own residence.

D. Elements of a Search Warrant

1. A search warrant consists of the application, one or more affidavits, if necessary, and the warrant itself.

E. Application for a Search Warrant

1. A search warrant application must:
 - a. Be made in writing;
 - b. State the time and date of application;
 - c. Name the people and places to be searched;
 - d. Name the items being sought;
 - e. State the date of the facts being obtained for the application.
 - f. Be directed by a police officer or Prosecuting Attorney;
 - g. Show probable cause; and

- h. Be filed in a court having jurisdiction;
- 2. The following items should be kept in mind when preparing to apply for a search warrant:
 - a. An exact description and itemization of all articles and things being sought should be listed. A negligent misrepresentation by the officer does not void the warrant, but an intentional misrepresentation by the officer does.
 - b. An exact description of the place to be searched should be given.
 - c. All reasons for wanting the search warrant should be listed:
 - 1. Personal observation;
 - 2. Informant observation;
 - 3. Hearsay information, even if it is double hearsay;
 - 4. Reliable confidential informant;
 - 5. Surveillance information;
 - 6. Signed affidavit by an informant.
- 3. Missouri does not allow the officer to supplement the written papers with oral testimony when the reviewing judge reviews the warrant application. Therefore, it is vital that the officer include all of the underlying facts and circumstances in the warrant application, as well as include written affidavits of other officers.
- 4. Normally, the Phelps County Prosecuting Attorney will complete the Application for Search Warrant form, but a police officer has the authority to complete the form if the need were to arise.

(Rev. 4/12)

F. Officer's Report

- 1. The details of the search warrant application must be included within the report of investigation and shall include, but not be limited to:
 - a. When the warrant application was made;
 - b. Who filed the application;
 - c. The results of the warrant application;
 - d. The name of the judge with whom the warrant application was presented;
 - e. The terms of the warrant after it was issued.

Section 10: Serving a Search Warrant

- A. It is the policy of this Department to serve a search warrant that has been issued by the proper authority in a manner deemed proper by law.
- B. Prior to obtaining and serving the search warrant, the duty officer will be notified, and he will determine whether SWAT will serve the warrant.

1. If SWAT is to serve the search warrant, the SWAT policy will be used.
 2. If regular officers are to serve the warrant, they shall meet at a location convenient to those officers involved.
- C. A plan shall be determined so as to use the assigned officers to the best possible advantage, as well as provide for a measure in the security of those persons present.
- D. Officers shall be assigned to specific tasks while the warrant is being served, such as:
1. Serving officer;
 2. Searching officer;
 3. Inventory officer;
 4. Outside security;
 5. Inside security;
 6. Photographer.
- E. All searches will be conducted in a reasonable manner.
- F. The serving officer shall under normal circumstances knock on the door and announce his identity and purpose. The knock shall be loud enough to be heard inside, without being so strong that the door is broken open. The announcement shall be made in a loud enough voice so as to be heard inside of the building. The officer shall also identify himself as a "police officer," and announce that he has in his possession a search warrant for that location.
- G. Unannounced entry with a warrant shall be made only under those conditions that constitute an emergency.
- H. The search does not have to be made in the presence of the owner named on the warrant.
- I. Once entry is gained, the search warrant shall be read in its entirety to the person named on the warrant or to the person who is in charge of the building or object being searched. If no one is present at the time of the search, a copy of the warrant shall be posted in a prominent place.
- J. Other officers may be called for assistance, as deemed necessary by the officer in charge of the operation.
- K. A thorough search will be made of the area described in the warrant.
- L. Officers assisting in the serving of the warrant may enter through other doors and windows, as necessary.
- (Rev. 4/05)
- M. The search should be as brief as possible; however, this time frame will depend upon that area that is being searched as well as the items being sought in the warrant.

- N. A search warrant for the premises does not allow the search of the persons on the premises, unless the warrant states so.
- O. If, while legally searching for the items named on the search warrant, an officer acting in good faith on the search warrant observes obvious contraband items, those items may be seized under the “Plain View” doctrine. If there is doubt as to whether those items may be seized, one officer is to stay and secure those items, prior to the seizing thereof, and another officer shall establish contact with the prosecuting attorney and apply for another warrant for those items.
- P. Upon completing the search, one officer shall be assigned to make at least two (2) copies of an inventory, listing in detail each item that was seized.
- Q. One copy of this inventory (a Property Receipt may be used) shall be left with the person who was served on the search warrant. This copy must be signed by the officer making the copy. If no one is present to receive the inventory, it is to be left in a prominent place.
- R. A photograph of the area being searched may be made prior to the search, and a second photograph may be made after completing the search.
- S. Photographs may be taken of those items that are being seized prior to the actual seizing of them.
- T. The original warrant must be returned to the issuing judge within ten (10) days of being issued. A return must be made, swearing to those items seized under the authority of the warrant. This return must be made even if no items of evidence were seized. Items that were seized relative to an arrest on the scene of a person who was not named on the warrant do not have to be named on the return. Items that were seized in plain view that were not named on the original warrant shall be listed on the return.
- U. The details of the search shall be included in the report of investigation by the officer in charge of the search warrant execution.

Section 11: Searches of Motor Vehicles

- A. Any time an officer searches a motor vehicle, it shall be within one or more of the following authorities:
 - 1. With a search warrant. The officer shall include a copy of the search warrant with the report of investigation.
 - 2. Consent search. The following limitations shall be followed:
 - a. The consent must be free and voluntary;
 - b. The consent must be obtained from the owner, if he is present;
 - c. If the owner is not present, consent must be obtained from the person who has control of the vehicle;
 - d. The consent may be in written form, and this form shall be included with the report of investigation.
 - 3. Incident to arrest. The following limitations must be answered within the report of investigation:

- a. The arrest must be lawful;
 - b. The arrest must be a custody arrest;
 - c. The search must be contemporaneous with the arrest;
 - d. The area searched may be the person arrested and the area within leaping distance;
 - e. Locked items within the vehicle may not be searched.
4. Under the authority established by the Carroll Rule in 1925, the following limitations shall be followed and covered within the report of investigation:
 - a. There is probable cause to believe that the vehicle contains evidence;
 - b. That the vehicle in question is a motor vehicle;
 - c. That the motor vehicle is in running order, or could be made running within the time it would normally take to obtain a search warrant.
 - d. The officer may search any part of the vehicle where evidence could reasonably be found. This includes mobile homes and trailers, if the wheels and tires have not been removed.
5. Under the authority of plain view.
 - a. An officer may use a flashlight;
 - b. An officer may use binoculars;
 - c. Any portion of the item visible constitutes plain view.
6. Under the authority of an inventory.
 - a. The inventory must list the contents of the vehicle;
 - b. The inventory must be routine procedure of the department.
7. Under the authority of the vehicle being abandoned.
 - a. The circumstances must indicate that the driver is not returning to the vehicle;
 - b. The vehicle constitutes a hazard.
8. Under the authority of caretaking function search.
 - a. The driver has been injured or unable to drive the vehicle.
 - b. This allows the officer to get under the hood of the vehicle.
9. Under the instrumentality of a crime.

- a. A get-away car;
 - b. A vehicle that is wanted for leaving the scene of an accident;
 - c. A vehicle used in the commission of a crime.
- B. All facts and circumstances shall be reflected within the body of the report of investigation.

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 2:D:1 "The appearance...law-abiding citizen."

Section 4:C "Belts and shoelaces...property of arrestees." Moved to SO. #548

<i>Effective Date</i> February 17, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 554	
<i>Original Issue Date</i> February 1, 1989			
<i>Title</i> Police Vehicle Operations		<i>Classification</i> II	<i>No. of Pages</i> 14

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn police personnel in the operation and use of police vehicles.

II. POLICY

The following procedures have been established in an effort to reduce the number of property damage and injury accidents involving police vehicles through uniform rules governing the operation of police vehicles, to include rules governing tactics used in vehicular pursuits. These procedures are established by the Rolla Police Department for operation of police vehicles. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Weekly Maintenance (Rev. 5/13)

- A. Each officer will perform the following maintenance check to his/her assigned vehicle.
 1. Check oil level.
 2. Check transmission level.
 3. Check radiator level (Check by sight on the radiator overflow tank. Do not remove radiator cap if the engine is hot.)
- B. Fluid will be added as needed to the vehicle by the assigned officer, if the check is made during non-working hours for vehicle maintenance personnel.
- C. Officers will ensure that their assigned vehicle is re-fueled at the end of his/her shift.
 1. No vehicle will be parked online with less than 3/4 tank of fuel.

Section 2: Daily Inspection

- A. Each officer will perform the following inspection check to his/her assigned vehicle.
 1. Visually inspect the inside and outside of the vehicle for cleanliness, damages, proper tire pressure, and tire tread.
 2. Visually inspect the following electrical equipment to ensure it is in proper working order.
 - * headlamps
 - * parking lights
 - * turn signals
 - * brake lights
 - * horn (audible)

- * emergency lights
- * siren

3. Visually inspect the inside of the vehicle, to include the trunk, for the following items:

- * reflector vest
- * flexcuffs
- * ten signal card
- * ice scraper
- * patrol book
- * fire extinguisher
- * first-aid kit (all items present)
- * lock jock

- B. If there are any damages to the inside or outside of the vehicle, or if the vehicle is excessively dirty on the inside, it will be reported to the watch supervisor in a memorandum. If parts of the vehicle are missing, such as gas caps, hub caps, antennas, etc., it will be reported in the same manner.
- C. Defects in the electrical system or other defects will require an equipment repair order to be filled out by the vehicle's assigned officer. These defects will also be reported to the watch supervisor. Daily vehicle maintenance and inspection checks will be noted on the officer's daily log, to include time performed.
- D. When an officer feels that a vehicle assigned to him is unsafe to operate, he will immediately notify the shift supervisor. The operator is to immediately deadline that assigned vehicle.

Section 3: Vehicle Inspection Report

- A. To improve the effective maintenance of this Department's assigned vehicles, officer should perform a general check of their assigned vehicles weekly.

(Rev. 5/08)

- B. A Vehicle Inspection Report (Attachment 1) is to be completed on a monthly basis for each vehicle and submitted to the Staff Designee by the 8th day of the month by the officer to whom the vehicle is assigned.

(Rev. 5/10)

- 1. All information on the report shall be completed and each item listed shall be inspected.
- 2. The responsibility as to the completeness and accuracy of the report will be on the shift supervisor.

(Rev. 5/08)

- 3. VIPS is responsible for ensuring this report is completed for all fleet vehicles which are not assigned to a specific officer.

(Rev. 5/13)

Section 4: Starting Police Cars

- A. Jumper cables and a battery pack, located in the sally port, will be used when needed to start Police Department vehicles only. Both items shall be returned to the sally port immediately after use.

(Rev. 5/13)

- B. Unless equipped with a push bumper, a police vehicle will not be used to push or tow another vehicle.
(Rev. 10/00)
- C. If a police vehicle cannot be "jump started" by the use of the jumper cables, the City Maintenance Garage will be contacted. During non-duty hours at the City Maintenance Garage, the on-duty supervisor may, at his/her discretion, contact a local service station if no other police vehicle is available to the officer.
(Rev. 10/03)

Section 5: Vehicle Safety Restraints

- A. Safety restraints are designed to allow the driver and passenger's freedom of movement while offering the best protection against injury in a motor vehicle accident.
- B. All Rolla Police Department personnel, when operating or riding in a vehicle assigned to the Rolla Police Department or operating their personal vehicle on city business will wear the safety restraints provided in the vehicle. Before the vehicle is set in motion, the vehicle operator will ensure that his/her safety restraints and the safety restraint of any passengers are in place.

Section 6: Operation of Police Vehicle's Outside of the Rolla City Limits

- A. The on-duty watch supervisor shall know the reason that a vehicle is outside of the City of Rolla if the officer controlling that vehicle is under the direct supervision of the watch supervisor.
- B. The watch supervisor shall notify the duty officer anytime a City Police vehicle is involved in a serious emergency situation outside of the City Limits.
(Rev. 2/97)

Section 7: Traffic Accidents Involving Police Vehicles

- A. Whenever a police officer is involved in a traffic accident, the MSHP shall be contacted to conduct the investigation. The on-duty shift supervisor will initiate a preliminary administrative investigation which will include:
1. Immediately notifying the Duty Officer.
 2. Obtaining photographs of the damage to the vehicle(s) involved and other property, if involved.
 3. Gather as much information as possible for the City's insurance and Notice of Occurrence paperwork without questioning the employee involved, and submit the paperwork to the appropriate command staff officer along with a memorandum detailing the supervisors account of the supervisors preliminary investigation.
(Rev. 2/22)
- B. The command staff officer will ensure that an internal investigation is initiated and that all insurance paperwork is completed and submitted to the City Finance Director/Risk Manager at the conclusion of the internal affairs investigation.
(Rev. 2/22)
- C. If the accident results in an injury, or if the police vehicle or any other vehicle involved is rendered inoperable, the shift supervisor will notify the Duty Officer and the Duty Officer will respond to conduct an alcohol and drug screen on the employee involved.
(Rev. 2/22)

- D. If the alcohol and drug screen yields a positive result for the presence of alcohol or drugs, the Duty Officer will arrange for the employee to be transported to a medical facility for a more comprehensive alcohol and drug screen. (Rev. 2/22)
- E. In the event the traffic accident involves the on-duty shift supervisor, the MSHP will be notified to conduct the accident investigation, and the Duty Officer will be notified to respond to the scene to initiate the preliminary investigation and to conduct an alcohol and drug screen if the situation requires it. (Add. 2/22)
- F. Under no circumstances will a subordinate employee conduct an accident investigation or internal investigation involving a superior ranking member of this department. (Add. 2/22)
- G. The Duty Officer will be notified of all accidents involving a police vehicle. (Add. 2/22)
- H. In other police vehicle accident situations not specifically addressed in this policy, the Duty Officer shall have the discretion to respond to conduct alcohol and drug screenings on the employee(s) involved. (Add. 2/22)

Section 8: Use of Police Vehicles

- A. Upon alighting from a police vehicle in a known non-emergency situation, the operator shall lock all of the doors, have all of the windows rolled up, and remove the ignition key.
1. If the situation is such that the officer desires that the motor continue running, the officer shall lock the vehicle while the motor is running only after removing one (1) ignition key from the ring and placing it inside his trouser pocket.
 2. When the vehicle is parked, the radio shall be shut off.
- B. Inspection of the interior of assigned police cars.
1. Under normal circumstances, an officer should inspect the interior of his assigned police vehicle for items that have been left by prisoners or for items that could be used by a prisoner for attack upon the officer or for escape.
 2. The inspection includes, but shall not be limited to:
 - * under the front seat,
 - * under the back seat,
 - * inside of the rear seat ashtray(s), and
 - * on the rear deck behind the rear seat.
 3. If an item is located, the officer finding the object shall immediately report it to the watch supervisor.
- C. Authority to operate a police vehicle
1. No person shall operate a Department vehicle without receiving orders or permission from a supervisor entitled to give such orders or permission. A person with the authority to give permission is Corporal or above.

D. Pushing or towing with police vehicles

1. No person shall use a police vehicle to push or pull another vehicle, unless the police vehicle is equipped with a push bumper.

(Rev. 10/00)

E. Use of privately-owned vehicles

1. No member of the Department shall operate a privately-owned vehicle on patrol or any special assignment unless he is authorized to do so by his/her division commander, who will notify the Chief of Police.

F. Riders, other than Ride-Along Program

1. No civilians shall be permitted to ride while an officer is patrolling unless they have received permission in the Ride-Along Program.
2. Civilian employees may be given transportation with the approval of a shift supervisor or above (emergency, natural disasters, etc.).

(Rev. 5/08)

3. Other city employees may be transported providing it is approved by a shift supervisor or above, and that it is in an official capacity.

(Rev. 5/08)

G. U-Turns (Add. 11/08)

1. The making of a U-turn is recognized as a maneuver that is considered more dangerous than a normal left-hand turn and is not the preferred method of changing direction. While some situations necessitate the need for a U-turn, a greater degree of caution should be used. A U-turn should not be undertaken unless the movement can be made in safety and without interfering with other traffic (RSMo 304.341). The driver should be alert to other traffic, both approaching from the front and from the rear. The driver should signal a left turn prior to making the U-turn to alert any approaching vehicles of the impending movement. The safety of all traffic lies solely in the hands of the person making the U-turn. This applies to emergency as well as non-emergency situations. Even when operating in an emergency capacity, no statute will relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others (RSMo300.100).

H. Roadblocks (Add. 6/20)

1. The use of roadblocks is prohibited, unless as authorized in the policy governing pursuits.

Section 9: Vehicle Maintenance Records and Procedures

- A. It shall be the responsibility of the Staff Designee to ensure that the fleet of police vehicles is properly secured.

- B. The Staff Designee shall maintain a file folder for each vehicle to include any pertinent information regarding that vehicle. This file shall remain in the active records until the vehicle is no longer in service in the Department fleet.

(Rev. 4/10)

C. Authorization of minor vehicle and equipment repairs.

1. During non-duty business hours when the Commander of Support Services is not available, the watch supervisor shall authorize the repair of vehicles assigned to this Department.
2. The cash limit on the repair shall not exceed twenty-five (\$25.00) dollars including parts and labor.
3. If the estimate of repair is higher than twenty-five (\$25.00) dollars, the watch supervisor shall contact the duty officer for authorization.
4. A memorandum and a copy of the repair bill shall be forwarded to the Staff Designee through the duty officer after the vehicle or equipment has been repaired.

D. Unnecessary Idling of Vehicles

Officers and employees shall not allow Department vehicles to idle unnecessarily.

Section 10: Specialty Vehicles

(Add. 5/21)

- A. Vehicles which are designated as specialty vehicles belonging to this department will only be operated by those department members who are authorized to operate them unless exigent circumstances exist or authorization is granted by a supervisor or division commander.
- B. For the purpose of this policy, Rolla Police Department specialty vehicles include but are not limited to:
1. The Mine-Resistant Ambush Protected (MRAP) vehicle.
 2. The Armor-protected Humvee.
 3. The SWAT Vehicle.
 4. The Crisis Negotiations Vehicle.
 5. The Police Motorcycle.
 6. The 3-wheel Parking Control Officers Vehicle.
- C. Department owned specialty vehicles will only be used for the purposes that they are designated for. Any unauthorized use or misuse of a specialty vehicle will be subject to disciplinary action.

Section 11: Vehicle Stops

It is the policy of this Department to stop motor vehicles in the safest manner possible for the situation at the time of the stop. Not only the safety and well-being of the officer is important, but the safety and well-being of the occupants of the vehicle being stopped and the safety and well-being of the general public is critical. The following procedure shall be followed when motor vehicles are stopped by officers of this Department.

- A. Once a traffic violator or suspicious vehicle has been spotted by an officer, the vehicle is to be followed at a safe distance until a location is noted by the officer where the vehicle may be stopped

so that it is off the roadway so as not to interfere with other road traffic. If possible, choose a well-lighted area.

- B. Activate the red lights, sound the horn, and signal the driver to pull off the road to the right. If the motorist does not comply at this time, the officer is to initiate a short blast of the siren. If the motorist still does not respond, the officer is to place the siren into the "yelp" phase and sound same until the motorist pulls to the right and stops.
- C. The officer shall notify the telecommunicator the purpose (traffic, vehicle check, etc.), location of the vehicle stop, and the license plate number of the vehicle that is being stopped. This information should be given in the following order: Purpose, License Number, Location (Ex.: 10-6T with ABC-123 at 10th & Elm). If the officer feels that immediate assistance is needed, he shall request that an assist unit be dispatched to the scene.

(Rev. 10/98)

- D. If the spotlight is being used to get the attention of the driver of the vehicle that is being stopped, the officer shall take those steps necessary to ensure that the light is not displayed into the eyes of on-coming traffic.
- E. The officer shall position his police vehicle in such a manner that it shall be between four (4) to ten (10) feet to the rear of the vehicle that is being stopped, and approximately three (3) feet to the left of the left side of the vehicle that has been stopped. This provides a safety margin for the officer to walk inside of.
- F. Always maintain a constant observation of the occupants of the stopped vehicle, and be alert for suspicious actions of the persons inside the vehicle.
- G. When the officer exits his police vehicle, all due care shall be taken to ensure that his door is not opened abruptly into the path of on-coming traffic.
- H. The officer shall take all responsible care to ensure that he does not step into the path of on-coming traffic when he is approaching the suspect's vehicle.
- I. Officers should avoid standing between the rear of the violator vehicle and the front of the police vehicle. The goal is to prevent serious injury or death to the officer or violator in the event another vehicle strikes the police vehicle or the violator vehicle during the stop. DWI investigations, interviews, or searches of people should be conducted to the side of the vehicles and off the roadway when possible.

(Rev. 2/22)

- J. If at night, the officer may keep the spotlight of the police vehicle aimed into the rear window of the stopped vehicle so that the interior is well lighted.
- K. The officer's gun hand is to be kept free when he approaches the driver's window of the vehicle which has been stopped.
- L. If the trunk lid of the suspect/violator's vehicle is open, the officer shall check for movement.
- M. If after dark, the officer shall carry his/her flashlight in whichever hand is the weaker.
- N. The officer shall be on the alert for suspicious items on the vehicle such as:

- * punched trunk lock
- * ignition switch punched
- * unusual wiring exposed beneath the dashboard
- * driver unfamiliar with the vehicle
- * altered license plate

- O. Upon approaching the stopped vehicle, the officer shall stop behind the edge of the driver's door.
- P. Stand facing the side of the stopped vehicle, this will enable the officer to observe all movement within the vehicle as well as the flow of traffic in the area.
- Q. Do not allow the driver of the vehicle to exit the vehicle unless you direct him to do so.
- R. Do not reach inside of the vehicle to obtain the driver's license of the driver.
- S. The officer may direct the driver to turn off the motor.

(Rev. 6/20)

- T. After obtaining the driver's license, the officer may write the information either outside of the patrol car, in the area to the right of the right front fender of the patrol car, or the officer may elect to return to the driver seat of the patrol vehicle. In any case, the officer is to be on the alert for fast actions by the occupants of the vehicle that has been stopped.
- U. If the officer desires the driver to return to the police vehicle, the individual shall sit on the right front seat of the patrol vehicle. Do not allow the driver to approach the driver window of the police vehicle.
- V. If there are two (2) officers assigned to one (1) vehicle, the operator of the police vehicle shall be the officer to make contact with the driver of the vehicle that has been stopped.
- W. If two (2) officers assigned to one (1) unit stops a vehicle, the officer who is the passenger shall not remain seated in the patrol vehicle, but rather exit the vehicle in such a manner that he may observe the actions of the occupants of the vehicle that has been stopped.
- X. Both officers shall not be on the driver side of the vehicle that has been stopped unless circumstances dictate that both officers are necessary at that location.
- Y. Officers are not to lean into the vehicle that has been stopped.
- Z. Officers shall be extremely alert for suspicious actions when the driver or the occupant of a vehicle has to reach into the glove compartment or other area that is not in the line of vision of the officer.
- AA. If when approaching the vehicle, the vehicle accelerates suddenly and turns toward the officer approaching the driver window, the officer shall immediately seek a position of safety. The officer shall not attempt to grab the vehicle nor attempt to climb into or upon the vehicle. The officer shall also take care not to leap into the traffic lane.

(Rev. 6/20)

- BB. If the vehicle in question has been stopped for a felony violation, the following procedure shall be used.

1. After the vehicle has been stopped in the manner previously described in this procedure, the officer shall ensure that an assist vehicle has been dispatched.
2. The officer shall turn his vehicle in such a manner that the right-front corner of the patrol vehicle is in line with the left side of the suspect's vehicle. The patrol vehicle shall remain approximately ten (10') feet to the rear of the suspect's vehicle.
3. The officer shall open the driver's door of the patrol car and assume a kneeling position, so that the tires of the patrol vehicle offer protection as well as both fenders and the motor.
4. The officer shall use the "public address" system and direct the driver to place both hands in such a manner that both palms are on the inside of the windshield. The passenger of the right front shall be directed to do the same. If there are passengers in the rear of the vehicle, they shall be instructed to place both hands against the ceiling of the interior of the vehicle.
5. The officer shall then advise the driver to turn off the motor with the left hand while keeping the right hand against the windshield, then remove and drop the keys to the ground out the driver's window.
6. The officer shall then direct the driver to open the driver's door with the right hand and keep the left hand outside the window after dropping the keys.
7. The driver is to then exit the vehicle on hand and knees and assume a prone, face-down, spread-eagle position on the pavement in such a manner and location that they will not be struck by passing motorists.
8. The passenger of the right-front seat will then be directed to slide to the driver's seat while keeping both hands on the windshield, and then directed to exit the vehicle on hands and knees and lie prone adjacent to the driver.
9. The same manner shall be used on all passengers of the vehicle until all of them are lying on the pavement.
10. Do not rush the exit of the persons.
11. If possible, keep them in the vehicle until assistance arrives; then follow the above-described procedure.

CC. Never allow intoxicated persons to return to the interior of their vehicle after they have been arrested.

DD. Do not stop vehicles in such a manner that the location is on a curve.

EE. Do not stop vehicles in such a manner that the location is on the crest of a hill.

FF. Do not stop vehicles in such a manner that the location is obstructed in any manner.

GG. When a vehicle has been stopped, the officer shall ensure that proper warning lights are displayed, such as the overhead red lights.

(Rev. 5/13)

HH. When an officer is providing the cover to a traffic stop, the covering officer shall park in such a manner so as not to obstruct traffic and in close proximity so that the actions of the officer may be observed and immediate assistance rendered if necessary.

II. Officers making traffic stops shall at all times:

1. Present themselves in a pleasant and professional manner. (Rev. 6/20)
2. Refrain from using opening lines that are confrontational or that would create unnecessary hostility. (Rev. 6/20)
3. Refer to the driver by last name with the appropriate Mr., Miss, Mrs., etc.
4. Explain why the vehicle has been stopped.
5. Conclude the traffic stop with one of the following:
 - * Issue a traffic ticket
 - * Make a custodial arrest
 - * Issue a written warning
 - * Issue a verbal warning
6. Explain the bonding procedure when it applies in the proper manner.
7. Not treat custodial arrests in the same manner as a criminal arrest.
8. Not conduct themselves in such a manner so as not to bring discredit upon the Department.

Section 12: Routine Vehicle Operation

- A. Vehicles that are used in routine or general patrol by uniform members of this Department shall be conspicuously marked in the following manner: (Vehicles used by investigators in plain clothes are exempt from this directive.)
- * Exterior mounted emergency rooftop light bars
 - * The agency's name
 - * Emergency telephone number
 - * Reflective striping
1. Each vehicle used in routine or general patrol service must be equipped with at least the following equipment:
 - * Red and blue emergency lights
 - * A siren
 - * A mobile radio transceiver
- B. Every officer who operates a police department vehicle while not operating under emergency conditions, shall obey all state laws and city ordinances relating to the operation of motor vehicles.

- C. Operators of Police Department vehicles shall "exercise the highest degree of care" so as not to endanger the life, limb, or property of any person.
- D. As police officers, we have the responsibility of enforcing the law, including traffic laws. With this in mind, we must set the best possible example for other drivers.
- E. Officers of this Department are charged with a number of varied responsibilities. No one knows better than a police officer what the results of careless driving can be. The safe driving of his/her motor vehicle is very important.

Section 13: Emergency Driving (Non Pursuit)

A. Definition

- 1. "Emergency Driving" means driving pursuant to police calls such as "help the officer," "injury accident," "crime in progress," etc. During emergency driving, the officer is not pursuing another vehicle and thus has greater control over the situation.

(Rev. 10/98)

B. Policy

- 1. It shall be the policy of the Department that officers involved in emergency driving shall drive in a safe and expeditious manner so that they may travel to and arrive at their destination with due regard for public safety.

C. Response Modes

- 1. Emergency Mode (Code 3) -- Any Crime In Progress, Injury Accident, Medical Emergency, Fire, or an Officer Call for Help. Lights and sirens will be used.

(Rev. 6/20)

- 2. No unit(s) may respond to any incident with only lights or only sirens.

(Rev. 6/20)

- 3. Non-Emergency Mode -- A call for service that is not listed under Emergency Mode. Field units will respond without the use of emergency lights and siren and in compliance with all traffic regulations.

(Rev. 6/20)

D. Significant Factors

- 1. When driving in Emergency Mode, officers must evaluate their response, keeping in mind the same considerations used in pursuit situations. Officers will regulate their response to any call so as not to unreasonably endanger the public safety or welfare and should drive no faster than necessary to safely arrive at their destination.

(Rev. 10/96)

- 2. At no time shall an officer drive the wrong way on a "one-way" street, nor shall an officer drive against the flow of traffic on a divided highway.

(Add. 4/06)

3. U-turns are prohibited on state roads, highways, and interstates, except when operating with lights and sirens activated. Although lights and sirens are activated, caution should always be used when performing a u-turn on any roadway for any reason.
(Add. 4/10)

- a. When performing a u-turn, the vehicle's emergency lights and siren should be activated. Only when traffic is clear and it is safe to do so, should the u-turn be performed.
(Add. 4/10)

E. Emergency Escorts

1. Escorts of private vehicles with use of emergency lights and/or siren are not authorized. Officers will not authorize the driver of any private vehicle to exceed the speed limit or to ignore stop signs or signals, or to otherwise violate traffic regulations.
2. Officers will not lead or otherwise escort ambulances on emergency runs. If assistance is necessary, officers may render such assistance by attempting to clear intersections along the route of the emergency vehicle.

Section 14: Training

(Add. 5/21)

- A. All sworn officers of the Rolla Police Department will receive formal training in emergency vehicle operations as part of their initial police recruit field training and then continuing annually thereafter. At a minimum, the training will consist of the following but is not limited to;
 1. Annual review of department policy.
 2. Attend formal emergency vehicle operations (EVOC) training (budget and manpower permitting).

Section 15: Vehicle Escorts

A. Emergency

1. Emergency escorts shall not be performed by members of this Department unless there is a situation in which the life of another person is in immediate danger.
2. Fire equipment shall not be followed closer than five hundred (500') feet by members of this Department when responding to fire calls.
3. Privately-owned vehicles shall not be escorted by officers of this Department under emergency circumstances, due to the fact that the vehicle being escorted does not have emergency equipment. This makes the city and the officer responsible for any incident occurring while this escort is being made.

B. Funeral

1. When officers of this Department escort a funeral procession, care will be taken by the officer to ensure that the vehicles of the procession will have their headlamps and flashers/hazards on indicating the vehicles are part of that procession.

(Rev. 4/10)

2. The officer will take the most direct route possible to the cemetery or the city limits.
3. The speed of the procession shall be such that all of the vehicles of the procession can stay together.
4. The officer shall have the red and blue lights flashing and the headlamps displayed on the police vehicle.
5. The siren shall not be used at any time.
6. Officers leading the procession shall stop at all stop signs and red electric signals.
7. Officers will ensure that, unless a left turn is to be made, the procession stays as far to the right side of the road as possible.
8. Officers will notify the telecommunicator when the escort is started.
9. Officers will notify the telecommunicator when the escort is completed.
10. Anything out of the ordinary shall immediately be reported to the Commander of Uniform Services.

Section 16: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 9:B "It shall be the responsibility...by the telecommunicators."

Section 9:F "Winterizing Police Vehicles"

Section 10:II:3&4 "Not use opening lines..."punk"

Section 10:II:7 "Officers shall not "chew out" a driver"

Section 10:II:9 "Officers shall not...of the vehicle"

Section 14 "Roadblocks"

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 556	
Original Issue Date April 17, 2012			
Title Clandestine Drug Labs & Chemical Evidence		Classification II	No. of Pages 4

I. PURPOSE

The purpose of this policy is to establish responsibilities and procedures relating to clandestine drug laboratories and chemical evidence.

II. POLICY

It is the policy of this Department to detect and provide for the safe dismantling and disposal of clandestine drug laboratories by properly trained and equipped specialists. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Hazards of Clandestine Laboratories

A. Safety is Foremost Consideration

1. Procedures in this policy are established with safety as the foremost consideration. Police personnel should exercise extreme caution when approaching or working the area of a suspected clandestine laboratory.

B. Potential Dangers

1. Clandestine laboratories producing illicit drugs are frequently operated with little or no safety precautions. Immediate dangers include, fire, explosion, inhalation of harmful fumes and skin contact with dangerous chemicals. Exposure to chemicals found in such laboratories without proper training and protection can cause cumulative, damaging effects to the body.

C. General Precautions

1. Until trained personnel arrive and take control of a suspected clandestine laboratory, members should take general precautions including:
 - a. Maintain a safe distance from the suspected laboratory and avoid being downwind and downgrade from the area.
 - b. Use caution when making a custodial arrest of the suspects in a vehicle or structure containing a suspected clandestine laboratory. Members in or around suspected laboratories should be alert to the potential results of a firearm being discharged. Time spent in a laboratory during an arrest or search should be as brief as possible. Appropriate safety equipment and breathing apparatus (as determined by personnel who have been specially trained in processing clandestine labs) should be worn during the evidence collection and cleanup of a clandestine laboratory investigation.

- c. Never attempt to smell, taste, or touch chemicals or unknown substances from a suspected clandestine laboratory to try to identify them.
- d. Refrain from eating, drinking, smoking or chewing gum or tobacco and from placing hands to their mouth or face.
- e. Wash their hands, face and exposed skin upon leaving the area of the clandestine laboratory.
- f. Secure, ventilate, and/or isolate the structure or vehicle involved and the immediate area to provide the maximum protection practicable to persons in the area.

D. Caution During Enforcement Contacts

- 1. Personnel should be vigilant during enforcement contacts for equipment, supplies and articles from clandestine laboratories.

Section 2: Responsibilities

A. Field Officers

- 1. A member finding or having knowledge of a clandestine laboratory will immediately notify a Narcotics Officer. Additionally, the member will:
 - a. Secure possible suspects, keeping in mind possible contamination of the suspects and officers. Additional precautions may be necessary in handling and transporting suspects depending upon their level of contamination and/or the type of contaminants involved.
 - b. Seek medical attention, if needed.
 - c. Call fire department for decontamination station, if needed.
 - d. Relinquish control of the scene to the Narcotics personnel upon their arrival.
 - e. Provide security during the processing of the laboratory/vehicle, if needed.

B. Narcotics Personnel

- 1. Narcotics Unit personnel using appropriate safety equipment will assess the condition of the laboratory.
- 2. Narcotics personnel will gather, compile, and report information obtained from investigation of clandestine laboratories.
- 3. Narcotics investigators who encounter a clandestine laboratory while acting in an undercover capacity, should attempt to limit possible exposure to hazardous chemicals while continuing to maintain a covert status.
- 4. Narcotics investigators will warn informants who are acting with or at their direction about the potential hazards surrounding clandestine laboratories. The Rolla Police Department will not assume liability on behalf of such informants who have possibly been exposed to harmful chemicals from a clandestine laboratory.

C. Reporting Procedures

1. Chemical Exposure Report (Attachment A)

- a. All employees who enter a clandestine laboratory will complete and submit a Chemical Exposure Report. The employee should retain a copy and the original should be placed into the employee's personnel file.

2. Clandestine Laboratory Seizure Report (Attachment B)

- a. A member involved in the seizure of a clandestine laboratory, or assuming primary responsibility for the follow-up investigation of the seizure, will submit a properly completed Clandestine Laboratory Seizure Report (DEA Form 612). The report will be forwarded to Missouri State Highway Patrol where it will be submitted for entry to the El Paso Intelligence Center (EPIC) clandestine laboratory seizure database.

D. Posting and Cleanup Procedures

1. The Narcotics Unit case agent will ensure that clandestine laboratory sites which pose a continuing hazard are conspicuously posted with a warning placard or similar warning. The case agent will attempt to notify the owner of the property on which a clandestine laboratory is located that future occupancy of the property is potentially hazardous. The case agent should inform the owner that cleanup and removal of any hazardous substances are the owner's responsibility and information for proper cleanup may be obtained from the Department of Natural Resources.

E. Evidence Collection

1. Only specially trained members of the Rolla Police Department will collect potentially hazardous or unknown evidence from clandestine drug laboratories. Those individuals will use appropriate safety equipment and containers designed to collect representative samples of hazardous substances. Members will transport hazardous materials in excess of the amount needed for representative samples to a clandestine lab hazardous waste collections station. These excess hazardous materials will be secured in a ventilated, non-passenger area of the transport vehicle or in a manner determined by personnel who have been specially trained in processing clandestine laboratories to be safe.
2. The following items may be seized, however, they will not be stored as evidence or taken to the criminal laboratory for testing: any quantity of anhydrous ammonia, hydrogen chloride gas, any type of gas in a compressed gas cylinder, sodium metal, or lithium strips. Upon seizing these items, they should be photographed, processed, and taken to a collection station as stated above.
3. Members having questions about potential hazards presented by certain materials to be seized as evidence should consult the Missouri State Highway Patrol Crime Laboratory regarding proper collection, transportation and storage of such items.

F. Acceptable Evidence

1. Unacceptable Chemical Evidence

- a. Any amount of anhydrous ammonia, hydrogen chloride gas, sodium or lithium metal, or any type of gas in a compressed gas cylinder.

- b. Bulk quantities of any liquid or solid chemical.
- c. Representative samples that are NOT submitted in approved containers.

2. Acceptable Chemical Evidence

- a. Liquid chemicals used to manufacture drugs or that are suspected to contain drugs, provided compliance is maintained with the following:
 - 1. The liquid must be submitted in an approved one-ounce glass vial with a Teflon-lined screw cap. The glass vial must then be packaged in a protective plastic capped bottle or bucket.
 - 2. The liquid may be submitted in an amount up to that which state or federal statute deems necessary to prove the element of the offense.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy addition, deviation, or revision shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date April 5, 2023	Rolla Police Department <u>Special Order</u>	Special Order # 557	
Original Issue Date November 30, 2017			
Title Pursuit Driving		Classification I	No. of Pages 8

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn police personnel in the operation and use of police vehicles during pursuits.

II. POLICY

It is the policy of the Rolla Police Department that all pursuit operations shall be conducted in accordance with existing statutes, city ordinances, and regulations set forth in this procedure. The safety of the public will be a primary concern. This is for internal use only; it does not enlarge the officer's criminal or civil liability. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Emergency Vehicle - A vehicle, while in motion, which sounds an audible signal by bell, siren, or exhaust whistle as may be reasonably necessary, and when the vehicle is equipped with at least one lighted lamp displaying a red light or blue light visible under normal atmospheric conditions from a distance of five hundred (500) feet to the front of such vehicle (RSMo 304.022.4(3)).
- B. Vehicle Pursuit - An attempt by the police to apprehend a suspect operating a motor vehicle, while the suspect is trying to avoid capture or failing to yield to the officer's signal to stop, by actively attempting to elude the officer.
- C. Violent Felony - A felony where the potential for serious bodily injury or death to the victim was demonstrated by the suspect(s) during the commission of the crime.
- D. Imminent Danger - A situation which places the officer or others in immediate danger of death or serious bodily injury.

Section 2: Procedure

A. Initiation of a Pursuit

1. [REDACTED]

- 2. Information developed or discovered after the pursuit cannot be used to justify the pursuit itself.

B. Continuation of a Pursuit

1. While acknowledging that any vehicle pursuit has certain inherent dangers, the decision to continue a pursuit must be continually evaluated by the officers involved, the supervisor, and the commander. (EXAMPLE - A pursuit where the suspect ignores solid red traffic signals, or takes other steps demonstrating a total disregard for his safety and that of the public at large may be grounds for terminating a pursuit.)

C. Termination of a Pursuit

1. Pursuits will be terminated when the danger created by the pursuit outweighs the need for apprehension.
2. The decision not to pursue or to abandon a pursuit may be the most intelligent course of action. An officer will not be criticized for their decision to terminate a pursuit.
3. All officers will terminate a pursuit when ordered to do so by a supervisor or commanding officer.
4. Existing circumstances and conditions shall be considered when deciding whether to abandon the pursuit. The following are examples of those factors which should be considered:
 - a. Lack of backup;
 - b. Known suspect(s);
 - c. Condition of police vehicle;
 - d. Juveniles in the pursued vehicle;
 - e. Loss of reliable radio communication;
 - f. Non-sworn person(s) present in a pursuing vehicle;
 - g. Adverse weather conditions;
 - h. Adverse road conditions;
 - i. Unfamiliar with the area;
 - j. Heavy vehicle or pedestrian traffic.

D. Pursuit Vehicle Restrictions

1. Any police vehicle, equipped with red lights and siren, may be used to initiate a pursuit. In the event a pursuit is initiated by an unmarked police vehicle, the officer will relinquish his/her involvement as the lead vehicle in the pursuit at the first available opportunity to marked vehicles. If there are two marked units in the pursuit, the unmarked unit will disengage.
2. Police vehicles transporting prisoners shall not engage in pursuit activities, including initiation of pursuits.

3. Police motorcycles prohibited from joining a police pursuit.

E. Vehicle Operations and Tactics - Emergency vehicles in pursuit shall comply with procedures as prescribed in "Police Vehicle Operation", in addition to the following:

■ [REDACTED]
[REDACTED].

2. Caravanning - No more than two police vehicles will become actively involved in a pursuit unless specifically directed to do so by a field supervisor or commanding officer.
3. Shadowing - Shadowing or taking a parallel course by officers not directly involved in the pursuit is prohibited.
4. Passing - There shall be no attempt to pass other units involved in a pursuit unless the passing officer receives permission from the primary unit or is directed to do so by a field supervisor or commanding officer.
5. Forcible Stopping Technique: Roadblocks – The use of roadblocks is prohibited, unless the vehicle is being used as a weapon (ex. to run people over).

(Rev. 6/20)

6. Forcible Stopping Technique: Tire Deflation - The use of a tire deflation device (Stop Sticks) may be deployed to halt a fleeing suspect vehicle. The successful deployment of tire deflation devices are considered a use of force and the successful deployment will require a Level I Response to Resistance Report. (S.O. #101 Att. A)
 - a. May only be used by officers trained in the deployment procedures.
 - b. Must be deployed as prescribed in the manufacturers training and operating instructions.
 - c. A supervisor must authorize the deployment.
 - d. If deployed, officers will notify communications for broadcast of an alert and the location of the stop sticks.
 - e. The tire deflating device (Stop Sticks) will not be used on motorcycles or vehicles with less than four (4) tires.
 - f. When a tire deflating device has been used, the officer shall notify the staff officer in charge of equipment for possible replacement if needed.
 - g. The staff officer in charge of equipment will return the used device to the appropriate distributor for replacement.
 - h. Officers may assist in the deployment of tire deflating devices (Stop Sticks) only upon the request of the outside agency engaged in the pursuit and with the approval of a department supervisor.
 - i. Officers who successfully deploy tire deflations devices during a police pursuit will document the incident in a formal investigation report.

(Add. 4/23)

7. Forcible Stopping Technique: Deadly Force - When exigent circumstances exist and deadly force is authorized, officers may shoot at a pursued vehicle, block or force the pursued vehicle off the road.

(Rev. 6/20)

F. Pursuit Procedures Duties and Responsibilities

1. Primary Unit

- a. Upon initiation of a pursuit, the primary unit will relay the following information to Communications:
 1. Location, speed, and direction of travel;
 2. Information on suspect vehicle and occupants;
 3. Reason for pursuit;
- b. The secondary (if applicable) unit will continuously update Communications when factors of the pursuit change.

2. Communications

- a. Immediately upon notification of a pursuit in progress, Communications will:
 1. Advise all pursuing units to switch to the pursuit channel. All other radio traffic, including other related emergency traffic, will be conducted on the regular police channel;
 2. Notify the primary unit's supervisor;
 3. Assign a new primary unit, if requested;
 4. Assign a secondary unit.
- b. During the pursuit, Communications will assume the following duties:
 1. Monitor all radio traffic and relay information to the units involved in the pursuit and the field supervisor until the pursuit is terminated;
 2. Perform relevant records and motor vehicle checks;
 3. Coordinate assistance, under the direction of the field supervisor or commanding officer.
 4. Notify the duty officer as soon as time permits.
- c. Communications personnel do not have authority to terminate a pursuit; however, they have the responsibility of relaying information of which they are aware that may affect any decision to terminate or continue a pursuit.

3. Secondary Unit

- a. The secondary unit shall be a marked police vehicle unless such a vehicle is not available. Secondary units must conform to the definition of an emergency vehicle.
- b. The secondary unit may assume radio communication responsibility, allowing the primary unit to devote full attention to driving.

4. Field Supervisor

- a. Immediately upon notification of the pursuit, the field supervisor will:
 - 1. Ensure that the pursuit radio channel is used;
 - 2. Ensure that no more than the required/necessary units are involved;
 - 3. Verify that only marked patrol units are in pursuit or that proper units are in route to take over the pursuit.
- b. The field supervisor will direct the pursuit, approve alternative tactics and maintain control until the pursuit is terminated.
- c. Upon termination of the pursuit, the field supervisor shall proceed to the termination point to provide necessary supervision.

G. Pursuits into Other Jurisdictions

1. Authority

- a. RSMo 544.157 authorizes Rolla police officers in fresh pursuit of a person who is reasonably believed by the officers to have committed a violent felony in this state, or who has committed, or has attempted to commit, in the presence of such officer, any criminal offense or violation of state law or city ordinance, or for whom such officer holds a warrant of arrest for a criminal offense, to have authority to arrest and hold in custody such person anywhere in this state. In all cases, the pursuit must be initiated within the Rolla city limits.
- b. Upon apprehension, the officer may issue a summons and/or take the violator into custody. If the arrest is made pursuant to a warrant or if it is accompanied by a summons, the officer may return the subject to the Rolla Police Department to be booked. If, however, the arrest is not pursuant to a warrant and may not be accompanied by a summons (e.g. P/C felony charge), the suspect must be taken before a judge in the county in which the arrest was made by booking the suspect into that county jail. In all cases, the officer is not required to return the suspect to the Rolla Police Department.
- c. A pursuit beyond the city limits of Rolla will not relieve the pursuing officer(s), field supervisor or commanding officer of the responsibility of conducting, terminating or reporting a pursuit as set forth in this or any other policy.

2. Procedures

- a. Upon leaving the city limits of Rolla, the secondary unit (if applicable) shall notify Communications.

- b. Communications shall immediately notify the field supervisor that the pursuit is proceeding outside the city and establish contact with law enforcement agencies that have jurisdiction in the area of the pursuit.
- c. Pursuits that continue outside the city must be authorized by and may be terminated by the field supervisor or commanding officer.
- d. Continued Pursuit
 - 1. Upon approval of the continued pursuit, Communications shall immediately notify the primary unit and continue to relay information between all units and agencies involved in the pursuit.
 - 2. The field supervisor should request assistance from the assisting agencies, if practical.
 - 3. The field supervisor will closely monitor the pursuit and coordinate operations with other law enforcement agencies through Communications.
 - 4. As soon as practical, the primary unit will allow any assisting agency's unit to become the primary unit.
 - 5. If the assisting agency responds with a secondary unit, the Rolla police primary unit and secondary units will proceed as directed by the field supervisor. (It is recommended the Rolla police units continue to the point of termination unless otherwise requested by the assisting agency.)
 - 6. In the event of the capture of the suspect, the field supervisor will proceed to the termination point, if practical, and ensure that Rolla police units and any assisting agency receives information and additional assistance that may be needed.

H. Pursuits Into This Jurisdiction From Another Jurisdiction

- 1. Officers of this department may assist in a pursuit at the request of the originating agency.
- 2. The field supervisor will immediately approve or deny assistance. If approved, ensure that an approved pursuit is conducted using the guidelines established in the department's pursuit procedures insofar as practical.
 - a. If information is developed that indicates that the pursuit is not in compliance with department guidelines, all Rolla police units shall discontinue assistance and participation in the pursuit. However, back-up assistance will be provided to the originating agency if the pursuit terminates.
- 3. Communications will assign Rolla police units as directed by the field supervisor or commanding officer.
- 4. Communications will maintain contact with the agency initiating the pursuit and will relay information between both agencies.
- 5. Officers may continue to assist the originating agency if the pursuit again moves outside the city, subject to the provisions of Section 7.2 above.

I. Reporting

1. Initiating Officer

- a. The officer initiating a pursuit will prepare an offense/incident report regarding the pursuit and ensure the following details are included:
 1. Weather conditions;
 2. Reason for pursuit;
 3. Detailed information of the route taken, including speeds attained, and all traffic violations committed by the suspect during the pursuit;
 4. Suspect vehicle description;
 5. Identification of the driver and all occupants of the suspect vehicle, if available;
 6. Final disposition of the pursuit and charges for which the suspect was arrested.

2. All officers participating in or having additional information regarding the pursuit will complete a supplemental offense/incident report.

3. Field Supervisor

- a. The field supervisor will ensure that a complete report is made of the pursuit by all officers involved.
- b. The field supervisor shall complete a Pursuit Form (Attachment A) to explain the justification for the initiation, continuation or termination of each pursuit.
- c. The field supervisor shall ensure that all related reports are forwarded through the chain of command for a critique of each pursuit as soon as possible.

Section 3: Accident During Pursuit

- A. In the event a departmental vehicle is involved in an accident during a pursuit, all pertinent reports on the pursuit shall be made available to a review board. This review board may be appointed by the Chief of Police or his designated officer. The review board shall include the Training Officer. This board shall interview the principal officer on his/her role in the pursuit and conformity to departmental policy and procedures.
- B. The finding of the review board shall be reduced to writing and submitted to the Chief of Police along with their recommendations.
- C. The Chief of Police shall review all reports and recommendations, then take any and all actions he/she considered appropriate in accordance with city policy.

Section 4: Training

(Add. 5/21)

- A. All sworn officers of the Rolla Police Department will receive formal training in emergency vehicle operations as part of their initial police recruit field training and then continuing annually thereafter. At a minimum, the training will consist of the following;
1. Annual review of department policy.
 2. Attend formal emergency vehicle operations (EVOC) training (budget and manpower permitting).

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 558	
Original Issue Date November 30, 2017			
Title Narcan Use and Training		Classification II	No. of Pages 4

I. PURPOSE

This policy provides guidelines on the procedure for the pre-hospital administration of Narcan by Police Officers during an opioid overdose. Missouri Revised Statute 190.255 provides the authority for law enforcement officers to administer Narcan to a person suffering from an apparent narcotic or opioid related overdose.

II. POLICY

The objective of the policy and use of Narcan is to reduce the number of fatal opioid overdoses. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section I: Definitions

Definitions related to this policy include:

- A. Designated Narcan Coordinator - The Commander of Field Operations will maintain and regularly inspect the supply of Naloxone kits for use by Patrol Officers.
- B. Intranasal mucosal atomizer device - A syringe modified to have the ability to deliver Naloxone into the nose of an individual in the form of a fine mist.
- C. Narcan (Naloxone) - An anti-narcotic drug used to counteract the effects of narcotic induced impaired breathing, sedation and lowered blood pressure, whether caused by narcotics or methadone.
- D. Narcan Kit - A hard plastic container containing the equipment and supplies needed to administer Narcan to an individual experiencing an overdose from an opioid based drug.
- E. Opioid (Narcotic) - Classification of drugs that act on the central nervous system to relieve pain with potential for physical and psychological dependence.
- F. Overdose - The consumption of excessive quantities of drugs that is large enough to be toxic. An overdose may be accidental or deliberate.

Section 2: General Procedures

- A. It is policy of the Department that all officers are trained in the use of Narcan to reverse the effects of an opioid-related overdose. Narcan kits will be stored in a box in the Sergeants closet. Officers dispatched to an overdose are strongly encouraged to bring the Narcan kit to the scene.
- B. An officer who finds an unconscious and unresponsive individual shall initiate first aid care to include standard CPR and alert EMS if not already dispatched.

- C. As part of the officer's scene assessment, he or she may find evidence of opioid overdose, either illicit or legally prescribed, based on the call history, paraphernalia on scene, bystander reports or physical examination. If the officer makes a good faith determination of opioid overdose and the patient has signs of inadequate breathing (less than 6 breaths per minute, agonal breathing, cyanosis), the officer shall proceed with Narcan (Narcan) administration in conjunction with rescue breathing or full CPR with compressions if no pulse.
1. In order to administer the Narcan, the officer shall don gloves and other available protective gear.
 2. Remove Narcan Nasal Spray from the box.
 3. Hold the Narcan Nasal Spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
 4. Tilt the person's head back and provide support under the neck with your hand.
 5. Gently insert the tip of the nozzle into one nostril, until your fingers on either side of nozzle are against the bottom of the person's nose.
 6. Press the plunger firmly to give the dose of Narcan Nasal Spray.
 7. Remove the Narcan Nasal Spray from nostril after giving the dose.
 8. Continue with rescue breathing or full CPR for 3 to 5 minutes and if no response, administer a second dose of Narcan if available.
 9. Continue to monitor breathing and pulse and if breathing increases and there is no sign of trauma, place the individual in the recovery position.
 10. Continue to monitor the individual and if at any time pulse is lost, initiate CPR.
 11. Officers must stay on the scene until the arrival of EMS and then shall provide a full verbal report to EMS personnel on the care provided prior to EMS arrival.
- D. At the conclusion of the call, officers shall complete an online report documenting the care provided at the scene and the use of Narcan as described.
- E. In the event of rapid patient resuscitation, the patient may become fully conscious and not desire to seek further medical attention at a hospital. In these cases, officers must ensure that the patient is competent in order to make the decision to refuse further medical treatment:
1. In cases where the patient is competent and refuses further medical treatment, officers will witness the patient sign the EMS refusal form and document the signing in their report.
 2. In cases where the officer determines that the patient is not competent, the officer shall ensure that the patient is taken to the hospital by ambulance.

Section 3: Accountability and Maintenance of Narcan Kits

- A. Narcan does not tolerate extreme temperatures well and therefore must be stored at near room temperature. Each Officer will be issued a single dose of Narcan and should try to keep it from extreme temperature changes.

- B. Prior to a shift, officers shall inspect the kit for damage and ensure the kit is not expired or damaged. An officer discovering damage or other problems shall report the issue to the Narcan Coordinator and take the kit out of service.
- C. The Commander of Field Operations will be responsible for maintaining the inventory of the kits and replenishing kits as needed. The kits will be inspected weekly by the Officer for damage and anticipated expiration.

Section 4: Training

- A. Only those officers who have received training in the use of Narcan will be authorized to administer the drug.
- B. Officers shall, after receiving initial training on the use of Narcan, receive refresher training in the use of Narcan every two (2) years, in conjunction with CPR and AED training.
- C. The training shall at a minimum cover the following topics related to Narcan:
 - 1. Risk factors for opioid overdose; and
 - 2. Signs of overdose; and
 - 3. Narcan nasal atomizer use; and
 - 4. Patient care after Narcan use

Section 5: Documentation

- A. Officers shall complete an online report after the use of Narcan to reverse an overdose. The report shall include the following elements:
 - 1. Nature of call
 - 2. Type of opioid (illegal or prescribed)
 - 3. Amount administered
 - 4. Medical treatment administered
 - 5. Treatment after Narcan administration
 - 6. Transfer of care to EMS to include the ambulance unit number and the paramedics' serial numbers and disposal of Narcan kit
- B. Officers using a Narcan kit for a rescue attempt shall notify the Commander of Field Operations of the use in person or by e-mail. The notification shall include the report number associated with the use.

Section 6: Disposal

- A. Upon use of a Narcan kit for a rescue attempt, the officer shall dispose of the syringe and atomizer in a biohazard kit in an ambulance or at a hospital.
- B. Syringes and atomizers damaged but not used for a rescue attempt shall be destroyed at the station with the approval of the Watch Commander. Upon completion of the destruction, the Commander of Field Operations shall be notified of the reason for the destruction.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

<i>Effective Date</i> February 11, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 560	
<i>Original Issue Date</i> June 30, 2020			
<i>Title</i> Crisis Intervention Team		<i>Classification</i> II	<i>No. of Pages</i> 4

I. Purpose

The purpose of this General Order is to establish written policy within the Department concerning the functions and responsibilities of the Crisis Intervention Team.

II. Policy

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this department in an administrative setting.

Section 1: Mission Statement

- A. The mission of the Rolla Police Department Crisis Intervention Team is to equip officers with training, skills, and abilities necessary to support individuals in crisis. To promote wellness and acceptance of those in our community who are fighting mental illness and substance use abuse, and to work collaboratively with all of our community partners to divert persons in need from the criminal justice system to the community's system of care.

Section 2: Definitions

- A. CIT Coordinating Council – A council comprised of Law Enforcement officials, court officials, mental health advocates and community behavioral health providers responsible for training and policy concerning the Crisis Intervention Team.
- B. Mental Health Crisis – A situation where an individual is in a state of mind where they are unable to cope with and adjust to the recurrent stress of everyday living in a functional safe way.
- C. Individual with Lived Experience – A term commonly used by the mental health community when referring to an individual with a suspected mental illness or who is involved in a perceived mental health crisis and utilizes mental health services.
- D. Community Mental Health Liaison – (CMHL) additional resource for the individual with lived experience, their family and law enforcement. CMHL provides suggestions and direction towards appropriate health care providers. CMHL assist the CIT Unit and CIT Officers in follow-up investigations.
- E. CIT Supervisor – An officer with the rank of Corporal or Sergeant to oversee CIT activities and review CIT reports.
- F. CIT Unit – Comprised of a CIT Supervisor and CIT trained officers.

Section 3: CIT Unit Responsibilities

- A. Develop and present basic and advanced training to law enforcement officers to better equip them to respond to situations involving individuals with lived experiences.
- B. Work with the mental health providers to ensure individuals with mental health disorders are connected with appropriate resources.
- C. Present to hospitals, community health providers, substance abuse providers, and community organizations to educate them about the CIT Program.
- D. Act as a liaison between Mental Health, Drug and Veteran Courts.
- E. Work with CMHL to follow up with individuals who have mental health disorders and have had contact with law enforcement.
- F. Review reports to identify individuals in need of follow-up care. Follow-up care includes but is not limited to, providing the individual with community resources, health care providers, community outreach organizations, and CMHL.
- G. Work with local resources to better ensure individuals living with behavioral health disorders, in need of care, receive options for on-going treatment and support.

Section 4: General

- A. The Rolla Police Department's Crisis Intervention Team (CIT) is composed of specially trained officers whose function is to respond to incidents involving mental health crisis, where the officer's specialized skills may be used to successfully conclude such an incident and to provide further assistance, beyond the actual call, for the individual involved.
- B. The policies contained in this Order do not supersede those outlined in general orders involving use of force or the notification of specialized units for incidents where the situation depicts such notification (i.e. Bureau of Criminal Investigations, S.W.A.T., Crisis Negotiation Team, etc.).

Section 5: Procedure

- A. Dispatch of Call
 - 1. When Communications receives a report of a situation that is known to involve a mental health crisis, the dispatcher shall immediately dispatch EMS and two officers, ensuring that at least one is CIT trained.
 - 2. If Communications receives a report of a situation that is not immediately recognized as a mental health crisis, but the first arriving officer determines it is, the responding officer, if not qualified, shall immediately request a CIT officer.
 - 3. If the incident is serious enough that the squad's CIT officer is in need of further assistance, the CIT supervisor can be called to assist or to request the Crisis Negotiation Team, if deemed necessary.
 - 4. In the event of a barricaded subject, the Crisis Negotiation Team Commander and the SWAT Team Commander should be notified, and the procedures governing barricaded subjects that are set forth in the policies governing the Crisis Negotiation Team and the SWAT Team will be implemented.

(Rev. 2/21)

B. Responsibility of the CIT Officer

1. The primary responsibility of the CIT officer on the scene is to use his/her specialized skills for the successful conclusion of the incident. Upon arrival at the scene of a mental health crisis (I think the plural for of crisis works better crises), the CIT officer will determine the circumstances and shall be responsible for the initiation of the appropriate response.
2. If the CIT officer determines the individual involved is a danger to their self or others, the CIT officer shall request EMS, if not already dispatched and, if necessary, arrange for transportation.
3. Admission to a treatment facility should be arranged by the CIT officer, who may require affidavits by either the individual's family members, ambulance personnel, or the CIT officer.
4. If the individual is not a danger to their self or others and therefore will not be taken into protective custody or taken into custody for a crime committed, the squad's CIT officer will be responsible for making notification to the CIT supervisor who will ensure follow up with mental health professionals.
5. It will be the primary responsibility of the CIT officer and/or the CIT supervisor to notify the County Jail Personnel of any mental health concerns when an individual is being held for a crime committed. It shall be the responsibility of the County Jail Personnel for the initiation of providing mental health services to that individual while in their custody.
6. If it is determined that the information concerning an individual should be flagged in CAD, this responsibility shall fall to the CIT supervisor.

C. Reporting Procedure

1. The primary officer shall have the responsibility for completing the original incident report concerning the call.
2. The primary officer shall also have the responsibility for completing the CIT report, unless not CIT qualified, in which case it will be the responsibility of another on-scene CIT officer or supervisor.
3. Depending on whether a crime committed by an individual in mental health crisis is considered a felony or a misdemeanor, either warrant application or a summons for court appearance will be required.

D. Responsibility of CIT Supervisor

1. The primary responsibility of the CIT supervisor is to monitor the activities of all CIT incidents.
2. Ensure CIT officers complete the Crisis Intervention Team Report.
3. Conduct follow-up investigations on all reported CIT incidents.
4. Ensure that squad CIT officers contact the CIT supervisor on calls requiring additional assistance.
5. Attend the bi-monthly CIT Coordinating Council Meeting.

6. CIT supervisor will be responsible for reviewing and if necessary, following up on all CIT reports.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Effective Date August 28, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 561	
Original Issue Date June 30, 2020			
Title Crisis Negotiation		Classification II	No. of Pages 7

I. PURPOSE

The purpose of this policy is to provide operational guidance which is to be used during the response to and management of a crisis negotiation incident (hostage, barricaded subject, and potential suicide victim). This crisis negotiation policy applies to all members of this organization, and non-organizational participants of a crisis negotiation incident response, who by contract or agreement, are subject to the direction of the incident commander for the duration of a crisis response.

(Rev. 7/24)

II. POLICY

It is the policy of the Rolla Police Department to maintain a unit of professionally trained crisis Negotiators. The purpose of this unit will be to resolve, through negotiation, selected incidents that have the potential for violence. The presence of a trained negotiation team has been shown to reduce the risk of injury and loss of life to citizens, police officers, and suspects when called upon to assist in the resolution of critical incidents such as barricaded subjects and hostage situations.

During a crisis incident, it is the policy of this department to consider the lives of hostages, civilians, and law enforcement officers to be the priority. When possible, the Crisis Negotiation Team and other personnel should resolve crisis incidents through negotiation, and will assist the SWAT team in developing and employing tactical alternatives in the event a peaceful resolution cannot be reached.

(Rev. 8/24)

Section 1: Definitions

- A. **Crisis Negotiation Incident:** Any incident which involves a hostage-taker, barricaded subject, or potential suicide victim.
- B. **Hostage:** A person held against their will by the threat or actual use of force. No distinction should be made as to how or why the person was taken hostage. (Rev. 7/24)
- C. **Hostage Taker:** An individual, or a member of a group, who holds a hostage for any of a variety of motivations (freedom, publicity, financial gain, emotionally disturbed, seeking escape).
- D. **Barricade Situation:** A standoff created in any location, fortified or not, by an armed or potentially dangerous person who is refusing to comply with police demands for compliance or surrender. (Add. 7/24)
- E. **Barricaded Subject:** Any individual in a stronghold position who is reasonably believed to be a threat to commit serious injury or death to themselves, to civilians, or law enforcement officers. (Rev. 7/24)
- F. **Potential Suicidal Subject:** A person who communicates the intent to engage in self-destructive behavior and who possesses the means of committing suicide.

- G. **Substantive Demand:** A demand which a hostage-taker, barricaded subject or potential suicidal subject has determined cannot be obtained by other means.
- H. **Crisis Negotiation:** A non-violent law enforcement effort in which a trained crisis negotiator uses negotiation strategies and tactics to gain the voluntary surrender of a hostage-taker, barricaded subject, or a potential suicide victim.

Section 2: Crisis Negotiation Team Structure

(Add. 7/24)

- A. The Crisis Negotiation Team (CNT) Structure will consist of the following:
 - 1. CNT Commander/Captain
 - 2. CNT Supervisor/Team Leader
 - 3. A team comprised of up to ten members including the CNT Commander and CNT Team Leader.
- B. Crisis Negotiation Chain of Command
 - 1. The CNT chain of command consists of the Chief of Police, Incident Commander, CNT Commander, and CNT Team Leader.

(Rev. 8/24)

Section 3: Duties and Responsibilities

(Rev. 7/24)

- A. Crisis Negotiation Team Commander – The Crisis Negotiation Team Commander serves as the overall coordinator of the crisis negotiations team and serves as the liaison between the negotiations team, the incident commander, and the tactical commander.
- B. Upon being deployed to a critical incident, The CNT Commander will identify the Incident Commander or any other person (their designee) deemed to have the most intelligence information about the incident. The CNT Commander will then ensure that the CNT Team Leader maintains regular contact with the Incident Commander or their designee throughout the incident. Other responsibilities of the CNT Team Commander include but are not limited to:
 - 1. Responsible and accountable for the overall operation of the CNT.
 - 2. The operational supervision of the Team Leader and personnel assigned to the CNT.
 - 3. Assumes the role of Incident Commander upon arriving at a crisis incident unless the Incident Commander's role has been fulfilled.
 - 4. Ensures crisis negotiation efforts are established and delegate crisis negotiation responsibilities to the CNT Supervisor/Team Leader.
 - 5. Establish reliable and secure communications between the Tactical/SWAT and Negotiation components and maintain communications with the Tactical/SWAT Commander from the operations center.
- C. Crisis Negotiation Team Leader -The CNT Team Leader is not a pre-assigned position. In most situations, the CNT Team Leader's position will be designated by the team commander at each incident. At a minimum, the CNT Team Leader must have completed both Level I and Level II Crisis Negotiation training courses through an approved provider. While it is preferred that the CNT Team Leader normally be a Sergeant, another person may be designated to fulfill this role if no other trained Sergeant is available.
- D. The Crisis Negotiations Team Leader will assist the CNT Commander and the Incident Commander

in assessing the situation in an effort to develop a crisis negotiation strategy. The crisis negotiations team leader will assign and supervise trained primary, secondary crisis negotiators, and support team members and will reinforce a tactical alternative if a peaceful resolution cannot be achieved.

(Rev. 8/24)

E. Provide professional mental health systems to released hostages, witnesses, and others.

F. Other duties and responsibilities of the CNT Team Leader include but are not limited to:

1. Assume responsibility for all communication with the subject.
2. Assist in establishing and maintaining a functional crisis negotiations Operations Cell. (Rev. 8/24)
3. Ensure the crisis negotiations operation center is free of distraction and unauthorized personnel.
4. Ensure that the Crisis Negotiations Operations Cell is established within the outer perimeter, if possible, to prevent unauthorized persons and the media from accessing the communications center. (Rev. 8/24)
5. Assign and supervise trained primary and secondary crisis negotiators.
6. Coordinate with the CNT Team Commander and Tactical Team Commander for any deliveries authorized by the Incident Commander (i.e. specialized hostage telephone) to the crisis negotiation incident site. (Rev. 8/24)
7. Assign and supervise the crisis negotiation team members. (Rev. 8/24)
8. Review plans, including photographs, diagrams, or sketches of the crisis negotiation incident site.
9. Maintain a chronological record of events within the crisis negotiation and operation center.
10. Maintain incident information charts within the crisis negotiation operation center which reflects the intelligence necessary to support the negotiation effort.
11. Establish reliable communication with the Incident Commander and the Command Post.
12. Coordinate with the Incident Commander and the Tactical Team Leader to determine the delivery, surrender and arrest plans.
13. Request specialized personnel in support of the crisis negotiations team effort, i.e. an Interpreter or other third-party participant.
14. Provide periodic updates to the Incident Commander as necessary.
15. Establish and maintain direct communication with the tactical team in the event tactical resolution becomes necessary.
16. Support the tactical team and the delegated authority of the tactical team leader in the event a tactical resolution becomes necessary.

17. Supervise the collection of intelligence gathered by the crisis negotiation team. Provide relevant intelligence to the Incident Commander, Tactical Commander and the Command Post. (Rev. 8/24)
18. Manage and follow up on investigative leads.
19. Ensure members of the crisis negotiation team who move within the inner perimeter maintain firearms discipline.
20. Develop a plan for continued negotiations in the event of a protracted crisis negotiation incident.
21. Designate and maintain a location separate from the crisis negotiations operation center to be used to interview all witnesses and released hostages.
22. Interview and debrief hostages immediately following their release.
23. Refer all press and media inquiries to the public information officer.
24. Conduct the post-incident debriefing with all members of the crisis negotiation team.

Many of the aforementioned duties may be delegated to other members of the CNT Team by the CNT Team Leader. (Rev. 8/24)

Section 4: Activating the Crisis Negotiation Team

(Add. 7/24)

- A. The activation of the CNT to a critical incident will take precedence over all non-emergency assignments. In most instances, whenever the SWAT Team is activated for a critical incident, the CNT will be activated at the same time and both units will work in concert with each other to peacefully resolve the situation.
- B. Within the Rolla Police Department, the CNT can be requested by the on-duty supervisor through the CNT Commander or Duty Officer. An exception to this would be a hostage situation, which would authorize any officer on the scene the ability to request a CNT response.
- C. All requests for the CNT by outside agencies (a/k/a Mutual Aid Requests) will be directed through the CNT Commander with the final authorization from the Chief of Police or their designee.
- D. At no time will any employee or member of the CNT team volunteer the services of the CNT team to an outside agency.

Section 5: Procedural Guidelines

(Rev. 7/24)

- A. It is the intent of this organization to present a unified, coordinated, and properly staffed response to crisis negotiation incidents. The management of crisis negotiation incidents will be the responsibility of the Incident Commander, the CNT Commander, and the Tactical/SWAT Commander by working in concert together to coordinate all components of crisis response in an effort to resolve the crisis negotiation incident is safely, efficiently and effectively as possible. The following guidelines support the policy of this organization:

1. Only those employees trained and assigned to the Crisis Negotiation Team will serve as crisis negotiator team members unless directly appointed to the team from an outside entity by the Chief of Police.
2. Regardless of circumstances, command responsibility will be assumed by only those senior-level crisis managers trained and assigned to manage crisis negotiation incidents.
3. At no time will any member of the Crisis Negotiations Team be allowed to have direct contact with the Tactical Team/SWAT Team members while they are preparing their tactical operations plan.
4. At no time will anyone be allowed to enter the crisis negotiation incident site in exchange for a hostage or other concession requested by the subject. (Rev. 8/24)

■ [REDACTED]

■ [REDACTED]

(Rev. 8/24)

■ [REDACTED]
[REDACTED]

■ [REDACTED]
[REDACTED]

■ [REDACTED]
[REDACTED]

■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED]

■ [REDACTED]

9. All efforts must be made to avoid unnecessary collateral damage, prolonged displacement of residents and businesses, employees, interruption of free movement, and access to transportation.
10. Sworn members of crisis negotiation incident response teams will use only weapons assigned or approved for use by this organization.
11. All inquiries by members of the press and media will be referred to the public information officer. Statements and unauthorized releases of information to members of the press or media by members of this organization are strictly prohibited, in accordance with this organization's public information policy.
12. All employees responding to a crisis negotiation incident will wear distinctive clothing or carry identification identifying them as members of law enforcement, CNT, or other approved entity. If it becomes necessary, any movement within the inner perimeter will be coordinated through the negotiations team commander in concert with the tactical commander. (Rev. 8/24)

13. The assigned primary crisis negotiator is exclusively responsible for communicating with the subject. Requests by the subject, witnesses, friends, family, clergy, or other law enforcement personnel who are not trained in crisis negotiations, to negotiate on behalf of this organization is not authorized.
 - a. The negotiator, negotiations team leader, and incident commander, as a cooperative group, will have the authorization to approve the use of a Third Party Intermediary (TPI) in extreme circumstances where they believe the use of the TPI would be a necessary tool to change the outcome of the incident. For liability reasons, the use of the TPI will be coordinated and dictated ONLY by those personnel trained in the use of a TPI and, when possible, only used in the form of a recording as opposed to direct contact with the subject.
14. Any and all decisions which result in actions that contradict organizational policy will be documented by the incident commander and will include the rationale for arriving at the decision.

Section 6: Training and Selection Process

(Rev. 8/24)

- A. Members of the crisis negotiation team must be employees of the Rolla Police Department or any other law enforcement agency within Phelps County. This includes but is not limited to; the Rolla Police Department, Phelps County Sheriff's Department, the Missouri S&T Police Department, or the St. James Police Department. Any other potential team member currently not employed by one of these departments may be allowed to apply for the selection process by the Chief of Police based on the applicant's previous years of law enforcement experience and training.
- B. A person who wishes to become a member of the CNT must have written authorization from his or her department head or immediate supervisor, and submit a memorandum of interest to the negotiations team commander through their proper chain of command. The memorandum should consist of information documenting prior training and experience in negotiation and de-escalation tactics and/or any other relevant training. The candidate will then appear before an oral review board consisting of the team commander, and at least two other senior members of the negotiations team. Members of the team need not be sworn law enforcement officers. Members of this organization must meet the additional following requisite training and experience criteria:
 1. Primary and Secondary Negotiators must complete at least 40 hours of crisis hostage negotiation training conducted by an approved law enforcement training provider, but a preference of 80 hours of completed training (40 hours at the basic level and 40 hours above the basic level).
 2. All other newly appointed team members must complete at least 40 hours of crisis negotiation training within one year of assignment unless budget constraints or department staffing levels prohibit it. The training will be conducted by an approved law enforcement training provider.
 3. Have a minimum of two years of experience with their assigned department. Potential team members not meeting this criteria will be considered case-by case based on their previous professional record (i.e. an officer with multiple years of previous experience recently hired by this agency). (Rev. 8/24)
 4. After assignment to this specialized team, must successfully complete a one-year probationary period.
 5. Attend all quarterly CNT training unless on approved vacation, sick leave, or other pre-approved absence.

6. Possess a thorough knowledge of organizational policy, state and federal laws, and local ordinances.
 7. Received a 1.5 rating or better on last evaluation with no “Below” ratings in any category. (Rev. 8/24)
 8. Have no record of professional misconduct.
 9. Be a volunteer.
- C. Non-departmental participants: Non-departmental participants will provide proof of specialized training or certification that will be maintained in the organizational training files. Non-departmental participants, such as interpreters, will receive an orientation briefing regarding the functions, capabilities, and limitations of the crisis negotiation team and the tactical team, and will regularly participate in and observe training events. With a basic knowledge and understanding, non-departmental participants can better support a unified law enforcement response in resolving crisis negotiation incidents.
- D. Training records of each individual, non-departmental team member will be contained within their own agency. A copy of each member’s training records as well as team training records will be kept at the Rolla Police Department indefinitely.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date May 26, 2023	Rolla Police Department <u>Special Order</u>	Special Order # 562	
Original Issue Date April 5, 2023			
Title Missing Person/Runaway Juvenile Investigations		Classification II	No. of Pages 5

I. PURPOSE

This policy serves to provide guidance for conducting missing person and runaway juvenile investigations.

II. POLICY

It will be the policy of this department to diligently investigate all missing person and runaway juvenile cases in an expeditious manner. The Rolla Police Department does not consider any report of a missing person or runaway juvenile incident to be routine, and it will be assumed that the missing person or runaway juvenile is in need of immediate assistance until an investigation reveals otherwise.

Priority shall be given to missing person and runaway juvenile cases over property crimes cases and those cases deemed lesser in significance. Department members will initiate an investigation into all reports of missing persons or runaway juveniles, regardless of the length of time the person has been gone.

Section 1: Definitions

At Risk Persons – At risk persons are those individuals who meet one or more of the following criteria:

1. Are 17 years of age or younger.
2. Regardless of age, those individuals who are believed or determined to be experiencing one or more of the following circumstances:
 - a. The person is out of the zone of safety for his/her chronological age and developmental stage.
 - b. The person is physically or mentally disabled to the degree that he/she is dependent on an agency or another individual.
 - c. The person is drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
 - d. The person is in a life-threatening situation or missing under circumstances indicating that the person's safety may be in danger.
 - f. The person is in the company of others who could endanger his/her welfare.
 - g. The person is absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. (Most children have an established and reasonably predictable routine.)
 - h. The person is a child missing under circumstances indicating that he/she is in the presence of, or under the control of, a person who is in violation of a permanent or

temporary court order and either:

1. 14 or more days have elapsed without the person seeking modification of the court order.
2. There are reasonable grounds to believe that the child may be taken outside of the United States.
 - i. The person is involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

Missing Person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing Person Networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Center for Missing and Exploited Children, as appropriate, the Combined DNA Index System (CODIS), and the Missouri Uniform Law Enforcement System (MULES).

Runaway Juvenile – Any person under the age of 18 and their location is not known, and who is reported as a runaway to law enforcement.

Section 2: Acceptance of Missing Person Reports

- A. Any officer encountering a person who wishes to report a missing person will render assistance without delay. This will be accomplished by accepting the report in-person to insure that all required paperwork is completed and signed by the reporting/responsible party.
- B. A missing person report will be made in all cases, regardless of where the person was last seen, where the person resides, or where there may be a question of jurisdiction if a report is requested.

Section 3: Missing Person Report Requirements

- A. The missing person report shall contain at a minimum:
 1. The name of the reporting person.
 2. The name, address, and phone number of the guardian, if any, of the missing person.
 3. The relationship of the reporting person to the missing person.
 4. The name, age, address and all identifying characteristics of the missing person.
 5. The length of time the person has been missing.
 6. Any other information deemed relevant.
- B. Missing person investigations will require that the investigating officer complete a Missouri State Highway Patrol Missing Person Report form and the form will be signed by the person making the report. The officer will then complete a primary investigation report and turn all documents in to communications before the end of their shift for entry into MULES and NCIC. (Rev. 5/23)

- C. In situations where a signed authorization by the reporting party is not possible (i.e. missing person reports made via telephone) the officer's investigative report will serve as the authority and responsibility for initiating the investigative process. (Add. 4/23)

Section 4: Acceptance of Runaway Juvenile Reports

- A. Any officer encountering a person who wishes to report a runaway juvenile will render assistance without delay. This will also be accomplished by accepting the report in-person to insure that all required paperwork is completed and signed by the parent, guardian or responsible party.
- B. A runaway juvenile report will be made in all cases, regardless of where the person was last seen, where the person resides, or where there may be a question of jurisdiction if a report is requested.

Section 5: Runaway Juvenile Report Requirements

- A. The runaway juvenile report shall contain at a minimum:
1. The name of the reporting person.
 2. The name, address, and phone number of the guardian, if any, of the runaway juvenile.
 3. The relationship of the reporting person to the runaway juvenile.
 4. The name, age, address and all identifying characteristics of the runaway juvenile.
 5. The length of time the runaway juvenile has been missing.
 6. Any other information deemed relevant.
 7. The most current photograph of the runaway juvenile, if available, and a signed authorization by the parent, guardian, or other responsible party authorizing use of the photograph in the on-going investigation.
- B. On all missing and runaway juvenile investigations, the investigating officer will complete a Missouri State Highway Patrol Missing Person Report form and the form will be signed by the parent, guardian, or other person responsible for making the report. The officer will then ensure that the missing or runaway juvenile is entered into MULES and NCIC within two (2) hours of the time of the receipt of the report. (42 US 5779(a) and 42 USC 5780(3). (Rev. 5/23)
- C. The officer will then complete a primary investigation report and turn copies of all documentation in to communications prior to the end of their shift. (Rev. 4/23)
- D. In situations where a signed authorization by the reporting party is not possible (i.e. missing or runaway juvenile reports made via telephone) the officer's investigative report will serve as the authority and responsibility for initiating the investigative process. (Add. 5/23)

Section 6: Initial Investigation

- A. Officers conducting the initial investigation of a missing person or runaway juvenile should take the following investigative actions, as applicable:
1. Respond to the call as soon as possible.
 2. Interview the reporting party and any witnesses to determine as much about the individual as possible.

3. Notify the shift supervisor immediately if there is evidence to indicate that the missing person or runaway juvenile is either at risk or may qualify for a public alert such as the Amber Alert or Silver Alert.
4. Ensure that all appropriate forms are accurately completed, and all entries are made into the appropriate missing person networks such as MULES and NCIC.
5. Initiate a thorough search for the person.
6. Collect current photographs of the missing person, if available.
7. Obtain copies of any documents that may assist in the investigation, such as court orders regarding custody, if applicable.
8. Collect or review any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
9. When circumstances permit and if appropriate, attempt to determine the missing persons location through his/her telecommunications carrier.
10. Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
11. If a missing person or runaway juvenile investigation is initiated during normal business hours, the investigating officer will notify the Detective Sergeant or on-call detective as soon as possible.
12. If a missing person or runaway juvenile investigation is initiated after normal business hours or during a weekend or holiday, the investigating officer will notify the Detective Sergeant or on-call detective via email, and a copy of the initial report will be provided to them for follow-up investigation.

Section 7: Unidentified Persons

- A. Any officer who encounters a situation involving a living person who cannot assist in identifying him or herself should immediately contact their supervisor and then obtain the following information:
 1. Obtain a complete description of the individual including any scars, marks or tattoos.
 2. Enter the unidentified person's description into the NCIC Unidentified Person File.
 3. Utilize other available resources i.e. portable fingerprint scanners and other resources related to missing persons to assist in identifying the person.
- B. In any situation involving a living unidentified person which requires long-term follow-up investigation, the Detective Sergeant or on-call detective should be notified to assist in the investigation.

Section 8: When a Missing Person is Located

- A. Whenever any missing person or runaway juvenile missing is located, the case investigator, if available, and the on-duty shift supervisor will be notified and it will be the case investigator or shift supervisor's responsibility to document where the missing person or runaway juvenile was located. They will then notify the reporting party and other involved agencies and refer the case for additional investigation if required.
- B. The on-duty shift supervisor or case investigator assigned to the case shall ensure that upon receipt of information that a missing person or runaway juvenile has been located, that the person's name and other information is removed from the MULES and NCIC system.

Section 9: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 4, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 600	
Original Issue Date December 1, 1988			
Title Uniforms and Equipment		Classification II	No. of Pages 9

I. PURPOSE

There must be uniform dress and equipment standards to govern police personnel, to provide guidance for updating clothing and equipment, and to promote uniformity among departmental officers.

II. POLICY

These regulations prescribe the uniforms, insignias, ornamentation, accessories, and occasions for wearing the uniform by commissioned members of the force. Personnel who wear the uniform shall be held responsible for conforming to regulations. Attachment A is provided for visual references to the wearing of the uniform and accessories.

(Rev. 6/20)

This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Wearing the Uniform

A. Uniforms, When Worn

- Each officer of the Department, except when otherwise directed by the Chief of Police, shall wear the proper uniform when on duty, when appearing before the board, and when participating in ceremonies. For appearance in court, the duty uniform shall be worn, if possible. If due to circumstances civilian clothing is worn for court appearances, male officers shall wear a business suit or slacks and a blazer with a necktie, and female officers shall wear an appropriate dress or slacks that present a professional image. The uniform will not be worn at social functions unless the wearer is officially present as a representative of the Rolla Police Department.
- While in uniform, an officer shall not carry an umbrella nor affix flowers upon any part of the uniform. Civilian clothing and uniform items shall not be mixed, whether on or off duty.
- An officer may wear a long-sleeve uniform for ceremonies, funerals, boards, parades, and court, but shall wear the department-issued necktie and clasp with the uniform. An officer may also choose to wear the short-sleeve uniform to ceremonies, funerals, boards, parades, and court, UNLESS otherwise directed by the Chief of Police.

(Rev. 5/07)

B. Headgear

- The wearing of the hat is optional during routine police operations. Officers shall wear the uniform hat during special assignments, funerals, ceremonies, parades, crowd control assignments, etc.

(Rev. 2/4/97)

2. Due to the fact that an officer is under arms, it is not necessary for the officer to remove his hat when entering a building. However, the officer has the option of removing his hat.

C. Accessories

1. Gloves of black leather or plain design may be worn while in the long sleeve uniform. White or orange gloves approved by the Department may be worn by uniformed officers while actively engaged in directing traffic.
(Rev. 5/07)
2. It shall be optional for officers who wear a long-sleeve uniform to wear the department-issued necktie (unless specified otherwise in this policy). Should an officer choose to wear the necktie, it will be held in place by a department-approved tie clasp or pin.
(Rev. 6/20)
3. Whistle chains are optional but if worn shall be worn in such a manner that the chain is attached to the right epaulet and directed into the right shirt pocket (See Fig. 1).
(Rev. 6/24)
4. Officers may wear non-polished boots with the duty uniform. The footwear shall be black and qualify as a boot (no tennis shoe). If the boot can be polished, it shall be polished. All boots shall be kept clean. Officer shall wear a polished boot/shoe when a formal uniform is required.

(Rev. 6/24)

D. Hair

1. Male
 - a. Hair shall be neat, clean, and trimmed to present a well-groomed appearance. It shall not be of such length that it interferes with the normal wearing of all standard headgear. Hair shall not fall over the ears or eyebrows. Hair on the back of the head shall not touch the top of the shirt collar when standing with the head in a normal posture. Hair coloring must look natural and employees are prohibited from using colors that detract from a professional appearance.
(Rev. 6/24)
 - b. The wearing of the wig or hairpiece by male personnel, while in uniform or on duty, is prohibited except to cover natural baldness or physical disfiguration caused by accident or medical procedure. A hairpiece, when worn, shall conform to the standard haircut criteria.
 - c. Beards are now authorized with the following exceptions, patchy, or spotty clumps of facial hair, excluding those resulting from scars, are not considered beards and as such are not permitted. If a beard or a mustache is worn, it shall be well-groomed and neatly trimmed at all times in order not to present a ragged appearance. The bulk of the beard (distance that the mass of the facial hair protrudes from the skin of the face) shall not exceed one-half of an inch. The beard or goatee must be connected to a mustache. Officers are not allowed to have designs in the beard and it be of nature color. The face shall be shaved below the beard. There shall also be a clean line above the beard. Beards cut in a pattern are prohibited. Also, shaving, waxing, plucking or otherwise, removal of superfluous hair from the beard for the purpose of aesthetic grooming (shaping, pencil thin, trimming, designer beard, "chin strap" beard, etc) or cosmetic effects are prohibited. This policy is intended for those officers wishing to grow a full beard or goatee and does not allow for intermittent shaving.

Growth time: Officers have one week to demonstrate progress toward approved facial hair. An officer may not be in a perpetual state of attempting to grow a beard. (Rev. 6/24)

- d. Sideburns shall be neatly trimmed. Sideburns shall not extend below the lowest part of the exterior ear opening and shall be of even width (not flared). Sideburns shall end with a clean-shaven, horizontal line.

2. Female

- a. Hair shall be neat and clean and present a groomed appearance. Uniformed officers shall wear a style and length that does not excessively "bush out" from under the uniform hat. The length in back shall not extend over the collar of the uniform shirt. Detectives may wear any hair style and length as long as it presents a neat and groomed appearance. Hair coloring must look natural and employees are prohibited from using colors that detract from a professional appearance. (Rev. 6/24)

E. Make-Up

1. Male officers are not authorized to wear make-up while on duty. Female officers may wear make-up as long as it presents a neat appearance. Excessive make-up, rouge, or lipstick is prohibited. Nail polish is authorized if the color is clear or neutral. Bright color nail polish (red, purple, etc) or fake fingernails are not authorized.

F. Jewelry

1. No officer will wear pendants, pins, medallions, or similar jewelry with the Police uniform. Rings which restrict the wearing of gloves, shooting of firearms, use of Police equipment, have sharp projections which snag or cut, or otherwise create an undue hazard will not be worn while in uniform. Bracelets and necklaces are permitted only if they are not obtrusive or contain medical information. Necklaces of sufficient strength to be used to choke the member will not be worn while in uniform. A female officer may wear small non-pendulous earrings. Male members may wear earrings only when assigned to undercover duties. Those authorized to wear earrings may only wear them in the ears. No other jewelry items are permitted. (Rev. 6/24)

G. Sunglasses

1. Military style or conservative sunglasses may be worn with the uniform. Mirrored sunglasses will not be worn.

H. Tattoos/Brands

(Rev. 6/20)

1. Applicants will no longer be hired for uniformed or non-uniformed civilian positions if they have any tattoos/brands on the head or neck. Tattoos on the arms, hands, or other visible parts of the body will be allowed as long as they are not deemed excessive or offensive by the Chief of Police.
 - a. There may also be times, such as training or public relations events, that the employee is asked to cover those tattoos.

(Rev. 6/20)

I. Inspection

(Add. 4/98)

1. The oncoming shift supervisor should inspect all officers assigned to his/her shift prior to the completion of briefing at least once weekly.

Section 2: Authorized Uniforms

A. Short-sleeve Uniforms

1. When uniformed members are wearing the short-sleeve uniform, they shall wear regulation dark blue trousers, regulation dark blue short-sleeve shirt (without necktie), black or navy blue socks, black accessories, and regulation cap (when mandated).
(Rev. 2/09)
2. When uniformed members are wearing the short-sleeve uniform, they shall wear a black t-shirt under the regulation dark blue short-sleeve shirt.
(Rev. 5/07)

B. Long-sleeve Uniforms

1. When uniformed members are wearing the long-sleeve uniform, they shall wear regulation dark blue trousers, regulation dark blue long-sleeve shirt, necktie (optional, unless otherwise specified in this policy), black or navy blue socks, and regulation cap (when mandated).
(Rev. 2/09)
2. When uniformed members are wearing the long-sleeve uniform and are not wearing a necktie, they shall wear a black t-shirt or mock turtle neck shirt under the regulation dark blue long-sleeve shirt.
(Rev. 5/07)

C. BDU Tactical Uniforms

1. The Police Department will issue BDU Tactical Uniforms to all commissioned uniformed members of the Rolla Police Department. BDU's will be considered "range wear". These BDU's will consist of a BDU blouse (top), BDU pants and a matching BDU baseball style cap. The wearing of this cap is optional, but can only be worn with this uniform.
(Rev. 12/13)

D. Raincoats

1. Officers of this Department shall wear authorized protective rain gear when outside of their vehicle in the element of rain.
2. When in the traffic-way, an officer outside of his vehicle shall wear his raincoat with the bright color to the outside.
(Rev. 6/20)
3. The dark side to the outside may be worn at any time with the following exceptions:
 - *when directing traffic,
 - *when investigating a traffic accident,
 - *when directed by the supervisor to wear the bright color side out.

(Rev. 6/20)

E. Winter Weather Caps

(Rev. 5/07)

1. Uniformed members will be issued a stocking cap, which shall be black in color.
(Rev. 2/09)
2. The stocking cap may be worn during cold weather conditions in which an officer is performing normal police duty assignments such as completing traffic stops, working accidents, taking reports, or as directed by the Chief of Police.

(Rev. 5/07)

F. Baseball Caps

1. Baseball caps with the emblem of the Rolla Police Department badge may be worn with civilian clothing and BDUs, but only by the commissioned officers of the department.

(Rev. 2/09)

G. Reflective Vests

1. Anytime an officer must be within the roadway directing traffic for an extended period of time, the officer shall wear a reflective vest. All other times it is strongly recommended for safety reasons.
(Rev. 6/04)
2. Reflective vests may be directed to be worn by a supervisor at any time due to the requirements of a special detail.

H. Initial Uniform Issue

1. Patrol Officer/Senior Patrol Officer/Corporal

- a. The initial uniform issue of a Patrol Officer shall consist of three pair of trousers, three long-sleeve shirts, three short-sleeve shirts, a reversible raincoat, a uniform hat, a raincap cover, a silver hatband, a belt with accessories, two ties, a tie clasp, a protective vest, a pistol, a whistle chain, a patrolman breast badge, a patrolman hat badge, an off-duty badge clip, a Glock light, an ID card, collar brass, a gun lock, a radio, 46 rounds of ammunition, and a winter tuffy jacket. In addition, Senior Patrol Officers shall receive seven sets of SPO stripes, and corporals shall receive seven sets of corporal stripes.

(Rev. 4/12)

2. Sergeant

- a. The initial issue of a Sergeant shall consist of ten pair of Sergeant stripes, a Sergeant breast badge, a Sergeant hat badge, a hatband, one silver nameplate, leather with silver trim, and a wallet badge.

(Rev. 11/05)

3. Command Staff

- a. The initial uniform issue of Command Staff shall consist of three pair of trousers, three long-sleeve shirts, three short-sleeve shirts, a reversible raincoat, a service hat, a braided gold hatband, a gold hat badge with proper rank, a breast badge, a wallet badge, a garrison belt with accessories, ammunition, two ties, a tie clasp, a raincover for hat, one nameplate, and four epaulet rank emblems.

(Rev. 2/09)

4. Detectives

- a. Detectives shall retain their basic uniform issue. A weapon shall be issued.
- b. Detectives will be provided a nameplate/badge identifier to be worn when in civilian clothes for identification purposes, and a wallet badge.

(Rev. 6/04)

(Rev. 2/09)

- c. Detectives will be provided an annual clothing allowance. This allowance will be used for the purchase of "business suit" attire. Unless assigned to a specific detail, detectives will be required to wear a suit and tie. Female members will wear compatible clothing which makes a professional appearance.

(Add. 6/20)

5. Plainclothes Duty

- a. Civilian clothes may vary, depending on the mission of the operation, at the direction of the Chief of Police.

6. Care of Uniforms and Equipment

- a. All members of the Department shall be held accountable for the care of property assigned to their use or operation. The loss, theft or damage of any such property shall be reported to the shift supervisor as soon as possible after discovery.

Section 3: Security of Equipment

- A. Anytime an officer is to be away from his place of residence for an extended period of time, the officer may store the Department issued weapon at the Department for safekeeping. When Department equipment, (e.g., firearms and equipment) and personal firearms are being stored at the officer's residence, all reasonable measures for security of the items shall be taken. Any incident involving a firearm, personally owned or Department issued, or any other item of Department equipment shall immediately be reported in writing to the Chief of Police. It is encouraged that the officer keep his duty weapon stored in his individual locker if no locked container is available at the residence.

(Rev. 6/20)

Section 4: Insignia, Badge, Department, I.D. and Misc. Items Worn on Uniform

- A. No member of the Department while in uniform shall wear any insignia, badge, button or patch that is not authorized by the Chief of Police. This includes the BDU uniform.

(Rev. 6/20)

- B. All uniformed officers shall wear RPD collar insignia on their uniform shirts. The RPD insignia shall be worn on the right collar as shown in Fig. 1 and 2. Command Staff officers will wear their rank insignia on the in place of the RPD/DSN. (Rev. 6/24)
- C. Uniformed officers shall wear DSN collar insignia on their uniform shirts. The DSN shall be on the left collar as shown in Fig. 1 and 2. In the event that an employee has not yet been issued a DSN insignia then the RPD insignia shall be worn in its place. (Rev. 6/24)
- D. The nameplate with “serving since” tag shall be worn above the right breast pocket. The nameplate shall be centered above the pocket with the “serving since” tag resting parallel, directly on the top of the pocket (not above). (Rev. 11/05)
- E. One ribbon may be worn, centered and parallel to the top of the nameplate, on the uniform. The ribbon will be worn above the nameplate with one quarter inch distance between the nameplate and ribbon. Officers who have completed an Executive Managements school may wear an additional ribbon. (Rev. 6/24)
- F. Those officers who have been certified SWAT Members, Traffic Officers, CIT Officers, or Motor Officers shall be authorized to wear a distinctive insignia or pin of department issue, centered one inch above the award ribbon, as shown in Fig.1 and 2. Only one pin shall be worn at a time. (Rev. 6/20)
- G. The badge shall be worn above the left breast pocket and shall be affixed in such a manner that the lowest portion of the shield is even with the top of the pocket, as shown in Fig. 1 and 2. All members of the Department shall carry their badge on their person at all times, when on duty, except when impractical or dangerous to their safety due to specified investigations. (Rev. 2/09)
- H. The Department issued American flag bag will be worn on the top of the left pocket, directly under the badge. This flag bar will be worn with the stars facing the center of the chest. (Add. 6/20)
- I. The Department patch, as authorized by the Chief of Police, shall be worn on all shirts and jackets on both sleeves. Patches shall be one-half inch from the top of the shoulder seam (See Fig 1 and 2).
- J. One authorized hash mark shall be worn by uniformed employees for each five (5) years of service with a law enforcement agency. The hash marks shall be worn on the long-sleeved shirts of the uniforms left sleeve, four (4) inches above the sleeve end at a forty-five (45) degree angle (See Fig. 2). (Rev. 6/20)
- K. Cloth rank chevrons shall be worn 1/2 inch below the Department patch on the jacket, shirt, and other upper body items of clothing. (Rev. 4/12)
- L. All members shall carry their identification card on their person at all times, whether on or off duty, except when impractical or dangerous to their safety due to an investigation.

Section 5: Service Belt

- A. The holster shall be worn on the right side, just behind the right-front pocket (if the officer is left handed, the holster shall be worn in the same manner except on the left side).
(Rev. 5/07)
- B. The baton, pepper spray, handcuff, flashlight, ammunition, tourniquet, radio, and holders may be placed anywhere upon the officer's duty belt, in no specific order.
(Rev. 6/20)
- C. The taser will be worn on the gun belt on the opposite side of the firearm. The taser is not to be worn in a cross draw fashion.
(Add. 6/20)

Section 6: Trouser Length

- A. Trouser length shall be worn so that the front of the trouser has at least one break in the crease when it rests on the instep. Length of the trousers in the rear shall fall no lower than 1/2 inch from the welt of the shoe heel to 1/2 inch above the welt. Trousers will be cut at an angle, being 7/8 inch shorter in the front than in the rear (West Point cut).

Section 7: Gigline

- A. The gigline shall be adhered to and adjusted as needed while in uniform. The gigline is produced when the overlapping button seam of the shirt, belt buckle, and zipper flap of the trousers create a vertical line, as shown in Fig. 1.

Section 8: Tailoring of Uniforms

- A. The uniform pants, shirt and jacket shall be tailored in a professional manner so that the uniform will conform to the body. The uniform will not be excessively baggy (i.e., collar shall be worn snug around the neck and shirt tailored around waistline) nor shall it be tailored too tightly.

Section 9: Care and Cleaning of Equipment

- A. Officers of this Department shall be responsible for the care and cleaning of their issued equipment. The uniform can be taken to the Departmental authorized cleaners for dry cleaning at the city's expense.
(Rev. 10/00)
- B. Metal items worn shall be cleaned as needed to create a high gloss luster shine.
(Rev. 4/12)
- C. Leather gear shall be cleaned daily and wiped off while on duty as needed, including shoes. Shoes shall be cleaned daily so that the shoe presents a high-gloss shine. The shoe sole edge and heel edge shall be free of dirt and dust. The shoe sole and heel shall be polished daily.

Section 10: Jackets

- A. In the fall and spring seasons, the Pacer or Ike jacket may be worn. In the winter months, the Tuffy jacket may be worn. Whenever the jacket is worn, the badge shall be worn above the left breast pocket.
(Rev. 2/09)

Section 11: Body Armor

- A. Protective body armor shall be issued to all officers and shall be worn in accordance with Special Order # 549.

(Add. 6/20)

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 2:E:3 “When the pile cap...in the cap construction”

Section 2:H:5 “The initial uniform...belt with accessories.”

Section 2:H:6:b “The duty uniform for investigative...certain situations.”

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 601	
<i>Original Issue Date</i> December 1, 1995			
<i>Title</i> Dress and Appearance		<i>Classification</i> II	<i>No. of Pages</i> 3

I. PURPOSE

To set forth dress and appearance standards for all employees other than commissioned officers.

II. POLICY

To maintain the professional appearance of all employees, thereby enhancing their public image, their pride in themselves and the organization, their sense of duty, and the effectiveness of the Department. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: General Provisions

A. Appearance

1. All civilian employees will maintain a professional appearance when on duty.

B. Hair

(Add. 11/98)

1. All Civilians

(Add. 10/09)

- a. Hair shall be neat, clean, naturally colored, and present a well-groomed appearance.

- b. Facial hair will be short and neatly trimmed.

2. Male Animal Control or Parking Control Officer

- a. Hair shall be neat, clean, and trimmed to present a well-groomed appearance.

- b. The wearing of the wig or hairpiece by male personnel, while in uniform or on duty, is prohibited except to cover natural baldness or physical disfiguration caused by accident or medical procedure. A hairpiece, when worn, shall conform to the standard haircut criteria.

- c. The face shall be clean shaven, except that a neatly trimmed mustache, beard or goatee is permissible.

(Rev. 10/09)

- d. Sideburns shall be neatly trimmed. Sideburns shall not extend below the lowest part of the exterior ear opening and shall be of even width (not flared). Sideburns shall end with a clean-shaven, horizontal line.

C. Duty Apparel for Civilians

1. Parking Control Officer

The initial uniform issue of a Parking Control Officer shall consist of three pair of trousers, three long-sleeve shirts, three short-sleeve shirts, a tie clasp, two ties, a ball cap, a garrison belt, a raincoat, a winter coat, a whistle, whistle chain, one nameplate, and one breast badge.

(Rev. 4/12)

2. Animal Control Officer

The initial uniform issue of an Animal Control Officer shall consist of three pair of dark work trousers, three long-sleeve work shirts, three short-sleeve shirts, a chore style jacket, a non-reversible raincoat, and two pairs of work gloves.

(Rev. 4/12)

3. Custodian

The initial uniform issue of the Custodian shall consist of three short-sleeve shirts and three long sleeve shirts.

(Rev. 10/09)

4. Telecommunicators (non-uniform)

a. The initial apparel issue of a Telecommunicator shall consist of four polo style shirts.

(Rev. 10/09)

b. Telecommunicators are expected to adhere to a professional standard in their appearance. They should refer to Communications Procedural 101 for specific dress code restrictions.

(Add. 5/08)

5. Non-Uniformed Males

Non-uniformed male civilian employees will wear a dress-style shirt (polo shirt is acceptable) and dress slacks when their jobs involve frequent contact with the public or they are required to represent the Police Department at official functions, meetings, or court.

(Rev. 10/00)

6. Non-Uniformed Females

Non-uniformed female civilian employees will wear appropriate business attire compatible with a professional office environment when their jobs involve frequent contact with the public or they are required to represent the Police Department at official functions, meetings, or court.

(Rev. 10/09)

7. Exceptions

Fridays are made available as a “dress down” day for civilian, non-uniform employees. Employees who have frequent contact with the public must always present a professional appearance.

(Rev. 10/00)

Section 2: Accessories

A. Jewelry

1. No uniformed civilian employee will wear pendants, pins, medallions, or similar jewelry with the uniform. Rings which restrict the wearing of gloves, use of Police equipment, have sharp projections which snag, cut, or otherwise create an undue hazard will not be worn while in uniform. Bracelets and necklaces are permitted only if they are not obtrusive or contain medical information. Necklaces of sufficient strength to be used to choke an employee will not be worn while in uniform. A female employee may wear small non-pendulous earrings in the ears only. Male employees will not wear earrings.

(Rev. 4/98)

2. Employees may not have visible body piercings with exception of the ear lobe.

(Add. 10/09)

B. Sunglasses

(Rev. 6/20)

1. Military style or conservative sunglasses may be worn with the uniform.

C. Tattoos/Brands

(Rev. 6/20)

1. Applicants will no longer be hired for uniformed or non-uniformed civilian positions if they have any tattoos/brands on the head or neck. Tattoos on the arms, hands, or other visible parts of the body will be allowed as long as they are not deemed excessive or offensive by the Chief of Police.
 - a. There may also be times, such as training or public relations events, that the employee is asked to cover those tattoos.

(Rev. 6/20)

Section 3: Disclaimer

(Add. 10/09)

- A. Anything not covered under the preceding guidelines, yet deemed inappropriate by the Chief of Police, will be addressed on a case-by-case basis.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date November 24, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 650	
Original Issue Date April 15, 1998			
Title Communications Division		Classification II	No. of Pages 3

I. PURPOSE

The purpose of this policy is to establish a procedure for all employees relating to the Communications Division.

II. POLICY

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Communications System

- A. Any problem in the system shall immediately be reported to a Communications Supervisor or shift supervisor, who will in turn notify the appropriate division commander.

(Rev. 10/00)

- B. All Department communications systems, including radio, telephone, teletype and mail are reserved for official business and will not be used for personal purposes, with the exception of family-related calls that are kept within reason.

Section 2 Telephone System

(Add. 11/21)

- A. The Rolla Police Department's Central Communications Center is a countywide communications center for the Rolla and Phelps County, Missouri area. Central Communications provides dispatching services for seven (7) law enforcement agencies, five (5) fire department agencies, and two (2) ambulance services in this area.
- B. The Rolla Police Department and rural Phelps County administration phone calls are received via Centurylink phone services, and St. James Police and Fire administration call are received via CentruyTel phone services. All countywide administration calls are routed through the communications center after normal business hours. All countywide 9-1-1 calls are received by Central Communications via the E911 system. If the E911 system fails or stops working, all countywide 9-1-1 calls automatically "roll over" to the appropriate agency's administration lines and are received by Central Communications.

Section 3: Radio Transmissions

- A. Members of this Department are authorized to talk "in-the-clear" without using the official Department ten signals; however, if it is necessary to utilize the ten signals, the official ten signals are those indicated on Attachment 1.
- B. Members of this Department shall not transmit lengthy information over any police frequency. All information transmitted over Department-owned equipment shall be brief and concise and shall conform to the rules established by the Department procedures and/or the rules established by the

Federal Communication Commission. Personal messages shall not be broadcast via Department-owned equipment, or by the authority of any license issued to this Department by the Federal Communication Commission.

- C. No member of this Department shall disobey or refuse to acknowledge any communication transmitted by the radio operator, unless directed to do so by a superior officer.

(Rev. 6/20)

Section 4: Communications Security

(Add. 10/06)

- A. The Communications Center is one of the most vital areas in the Rolla Police Department. The Communications Center is located on the lower level/basement of the police department to prevent public access and to maintain the integrity and security of our emergency communications services. All radio and telephonic communications systems are connected to a secure back-up power source (generator) to maintain constant communications in the event of a power failure.

(Add. 11/21)

- B. Due to the high call volume, radio traffic, and variety of sensitive information that Communications Officers handle, police officers and other employees will not be allowed to loiter or “hang out” in the Communications Center for extended periods of time. Access to the communications center is limited to only those employees requiring access.

(Add. 11/21)

- C. All visitors or maintenance personnel must be accompanied by a department employee at all times.

(Rev. 6/20)

- D. Background screening and fingerprinting will be conducted on all communicators.

- E. Fingerprint cards will be submitted to MSHP & FBI for criminal check and identification verification.

- F. Criminal records checks will be conducted on all employees with MULES access, every 2 years.

- G. Communicators may not divulge information deemed “Restricted to Law Enforcement” to any person that is not a law enforcement official.

Section 5: Adoption of the Central Communications Policy and Procedure Manual

(Add. 10/21)

- A. The Rolla Police Department hereby adopts the Central Communications Procedural Instruction Manual as part of this policy.

- B. The Central Communications Policy and Procedural Manual is maintained in the Rolla Police Department’s Records Management System and it is updated on a regular basis to comply with the requirements and standards established by the Missouri Uniform Law Enforcement System (MULES), the National Crime Information Center (NCIC), and the Criminal Justice Information System (CJIS).

Section 6: Dispatcher Training

- A. The Communications Chief shall ensure that every employee allowed to work in the capacity of a dispatcher shall be properly trained and is proficient in the use of all communications equipment and computer programs.

(Rev. 2/21)

- B. Each member of this agency allowed to work as a dispatcher shall take a test given by a Communications Supervisor testing the skills of those persons.

(Rev. 10/06)

Section 7: Dispatchers

- A. The Communications Supervisors shall schedule the work of the dispatchers. (Rev. 10/00)

- B. The Communications Supervisors shall monitor the performance progress of all employees and supervise their work production.

(Rev. 10/00)

- C. The minimum shift requirements, counting the supervisor, are as follows: (Add. 6/20)

1. Shift 1 (Dayshift): 0900-2300. Three Telecommunicators
2. Shift 2 (Nightshift): 2300-0900. While three on-duty Telecommunicators are preferable, in certain circumstances two on-duty Telecommunicators is acceptable. The Communications Chief or a Telecommunications Supervisor must approve situations where there are less than three on-duty Telecommunicators. (Rev. 2/21)
3. In certain emergency situations, commissioned personnel may be assigned to the communications division on a temporary basis to provide support in order to maintain the effectiveness and overall performance of the communications division. The reassignment of commissioned personnel must be requested by the Communications Chief in coordination with the Commander of Uniform Services. Any reassignment of commissioned personnel will at the direction of the Chief of Police (Add. 3/21)

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 651	
Original Issue Date May 7, 2013			
Title Radio Communications		Classification II	No. of Pages 12

I. PURPOSE

It is the goal of this policy to define use of the public safety radio systems and identify best practices for establishing radio communications on a daily basis and radio communication between agencies.

II. POLICY

This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Missouri Statewide Wireless Interoperable Network (MOSWIN)

- A. MOSWIN is a trunked digital radio system owned and operated by the State of Missouri. Consisting of local, regional and statewide talk groups designed for interoperable radio communication across the State of Missouri.
- B. Rolla Police Department is a Tier 1 Agency and utilizes MOSWIN as a primary method of radio communications.
- C. Adherence to proper radio discipline rests primarily with the user agency with the following exceptions:
 1. Misuse of the MOSWIN system will be reported to the MOSWIN System Administration to handle directly with the agency/entity department head or his/her designee. The reporting parties contact information should be provided in the notification.
 2. All agencies/entities are expected to utilize statewide resources sparingly.
 3. All agencies/entities utilizing the MOSWIN system must abide by all Federal Communications Commission (FCC) regulations as stated in Title 47 Part 90 Land Mobile Communications.
 4. MOSWIN pre-programmed regional and statewide talk groups are designated as Interoperable talk groups.
- D. Control and Measures:
 1. MOSWIN System Administration will address any misuse of the MOSWIN system by handling it directly with the agency/entity department head or his/her designee.
 2. MOSWIN System Administration will address any misuse of statewide resources.
 3. MOSWIN System Administration will coordinate any use of regional/statewide talk groups for planned Interoperability training events.

4. MOSWIN System Administration has the approval authority, command, and control of the Mobile Communication Trailer deployment in emergency and planned events.
 5. Control and measures include those set forth in the MOSWIN acceptable use policy.
- E. MOSWIN has supplied Public Safety Answering Points (PSAP) with a radio control station designed to support interoperability across the state. Within the control station are talk groups designated for specific purposes. Each county has two dedicated multi-discipline countywide talk group referred to as "County All" and "County Travel". Beyond county, there are regional talk groups and then state talk groups. See Section 2 for an outline of defined uses. PSAP's with control stations should be selected on Phelps All and scan Phelps Travel, Region I I/O Call and Missouri I/O Call unless an interoperable incident dictates another talk group has priority.
- F. County specific talk groups:
1. Phelps All (Zone 2 Channel 2 on RPD mobile and portables) is intended to facilitate agency to agency, multi-discipline interoperable communication within a county. Traffic is permitted on this channel without MOSWIN coordination. It should be noted this is a countywide talk group utilized by all users in the county so there should be no expectation by users that this talk group is private. Range of coverage is countywide.
 2. Phelps Travel (Zone 1 Channel 15 as well as Zone 2 Channel 1 on RPD mobiles and portables) is defined under Itinerant use. Itinerant use is defined as non-mission critical radio communications in support of units operating outside of their originating county with the need to remain in contact with their home dispatch. Range of coverage is statewide.

Examples of use:

- a. A transport officer needs to communicate with their dispatch or a dispatch point for the location nearest them.
 - b. A regional response team traveling to/from an incident that needs to communicate with their dispatch.
 3. Communication on Phelps Travel should be sparse and concise. MOSWIN will monitor the use of this channel and will not allow excessive itinerant travel communication to interfere with mission critical communication.
 4. Phelps Travel is not for emergency calls when in transit. Emergency calls must be made on the specific region talk group in which the emergency assistance is needed to ensure the quickest response.
- G. Regional specific talk groups:
1. Five Regional I/O talk groups per region are established to be used to communicate with other system user's on-network, region-wide.
 2. These talk groups have region-wide coverage which extends into counties bordering the region but not beyond that regional coverage area. These talk groups are available to all system users within the region, border counties, or deployable assets, such as mobile command posts, that may be used in the region.

3. The first regional talk group will be designated as a calling channel - Reg I I/O Call (Zone I on RPD mobiles and portables) and will be monitored in the PSAP of the region.
4. The 4 remaining regional talk groups will be Reg I I/O 1, Reg I I/O 2, Reg I I/O 3, & Reg I I/O 4.
5. Regional interoperability talk groups remain non-discipline specific.

H. State specific talk group

1. Five statewide I/O talk groups are established to be used to communicate with other system user's on-network, statewide, multidiscipline. Control stations at PSAPS throughout the state shall have these talk groups.
2. Where the regional interoperability talk groups are intended for coordination of multiple incidents within a region, the statewide interoperability talk groups are intended for coordination of incidents and resources in multiple regions. Statewide interoperability talk groups have inter-regional coverage and can be used by users roaming outside their home region.
3. The first statewide interoperability talk group is designated as a calling channel - MO I/O Call (Zone 3 channel 1 on RPD mobiles and portables) and will be scanned as a secondary to the regional calling channel.
4. The remaining state talk groups will be MO I/O 1, REGION I I/O 2 (Pursuit Channel), MO I/O 3, MO I/O 4 & MO I/O 5.

(Rev. 6/20)

5. Statewide interoperability talk groups are non-discipline specific.

I. Trunked Event Talk groups

1. Talk groups designed for special event usage. They are normally disabled in the system and must to be activated for a specific duration on a site by site basis with prior request through the Network Operations Center (NOC). These talk groups can be requested by any system user agency to be used for on-network, multi-discipline communications by system users involved in an event.
2. Talk groups may be accessed via cellular devices on a case by case basis. The WAVE app allows cellular devices to access talk groups in a Push to Talk environment. This requires prior setup by MOSWIN System Administration.

(Add 6/20)

J. Shared Talk groups

1. Interagency Memoranda of Understanding (MOU) may be established and agreed upon to allow agencies to share talk groups and communicate directly between agency users and dispatch centers, on network.

Section 2: Rolla Police Department Zones

- A. RPD mobiles and portables are programmed identically, the exception of the emergency button (See Sections 4 & 5 regarding emergency buttons) Channels/talk groups can either be analog (aka

conventional) or digital. For identification purposes each channel/talk group will be marked as (a) for analog or (d) digital.

- B. Rolla Central Communications consoles do not have access to the same range of channels/talk groups as RPD mobiles and portables. For capability reasons each channel/talk group will be marked with an asterisk indicated Communications ability to access the specific channel/talk group.
1. * Communications has access and monitors on a daily basis.
 2. ** Communications has access and monitors only when directed.
 3. *** Communication does not have access.
- C. MOSWIN talk groups are range specific. Local talk groups are functional within Phelps County and partial adjoining counties. Regional talk groups are functional within the signified region. State talk groups are functional statewide. To indicate the range of the below talk groups they will be marked as; (L) Local, (R) Regional, (S) Statewide and (N) National.
- E. Zone 1 consists of trunked talk groups for local operations. Zone 1 also contains the emergency talk group MO IO 2 (Missouri Interoperable channel 2) that all emergency button activations will be reverted to in the event the officer activates his/her emergency feature on the mobile radio.
1. RPD Disp talk group (d) * (L) - This talk group is for primary radio communications between officers and dispatchers. This talk group will be used for emergency/non-emergency communications.
 2. Rolla PD 2 (d) ** (L) - These talk groups are to be used for special functions/incidents when another talk group is required for operations. These talk groups can be assigned at an incident or prior to a function.
 3. Rolla PD 3 (d) ** (L) - This talk group is used for special function/incidents when another talk group is required for operations. This talk group can be assigned at an incident or prior to a function.
 4. CAR (Car to Car) (d) *** (L) - This talk group will be used for communications between officers. This may also be a talk group that is used on scene of special functions as well as being used at incidents where another talk group is required for operations.
 5. PCSD Disp 1 (d) - Future talk group for Phelps County Law Enforcement agencies.
 6. PCSD Jail (d) - Future talk group for Phelps County Jail.
 7. Fire Disp (d) - Future talk group for all Phelps County Fire agencies -currently only Rolla City Fire & Rescue.
 8. EMS Disp (d) - Future talk group for all Phelps County EMS agencies.
 9. RPD Det (d) *** (L) - This talk group will be utilized by the Detective Unit.
 10. RPD Narc (d) *** (L) - This talk group will be utilized by the Narcotics Unit.

11. Phelps All Law (d) - Future talk group to be utilized for all Phelps County Law Enforcement agencies for car to car communication.
12. RPD SWAT 1 (d) ** (L) - This talk group will be used for special functions/incidents where another talk group is required for operations.
13. RPD SWAT 2 (d) *** (L) - This talk group will be used for special functions/incidents where another talk group is required for operations.
14. RPD SWAT 3 (d) *** (L) - This talk group will be used for special functions/incidents where another talk group is required for operations.
15. TRAVEL (d) * (S) Non-mission critical radio communications in support of units operating outside of their originating county with the need to remain in contact with their home dispatch.
16. MO IO 2 (d) * (S) - (Missouri Interoperable 2) Designated as the emergency interoperable talk group for Rolla Police.

F. Zone 2 consists of analog channels and digital talk groups for interoperable operations.

1. Travel - (Phelps Travel) (d) * (S) Non-mission critical radio communications in support of units operating outside of their originating county with the need to remain in contact with their home dispatch.
2. Phelps All Users (d) ** (L) - Non-discipline specific countywide talk group.
3. VIPS (d) *** (L) - This talk group will be utilized by the VIPS Unit.
4. RPD Staff (d) *** (L) - This talk group will be utilized by the RPD Staff.
5. PCSD 2 - Future talk group for Phelps County Law Enforcement agencies
6. Phelps All Fire - Future talk group for Phelps County Fire agencies
7. Phelps All EMS - Future talk group for Phelps County Fire agencies
8. Training (d) *** (L) - RPD training talk group.
9. MST PD 1 - MS& T talk group**
10. MST PD 2 - MS& T talk group**
11. PCRMC DPS - (a) *** (L) - Phelps County Regional Medical Center Security Channel.

G. Zone 3 consists of trunked talk groups for state interoperable operations.

1. MO I/O Call (d) * (S) - This is the statewide calling talk group
2. MO I/O 1 (d) ** (S) - Statewide multi discipline interoperability talk group***
3. REGION I I/O 2 (d) ** (S) - Statewide multi discipline interoperability talk group***

(Rev. 6/20)

4. MO I/O 3 (d) ** (S) - Statewide multi discipline interoperability talk group**
5. MO I/O 4 (d) ** (S) - Statewide multi discipline interoperability talk group***
6. MO Event 1 (d) ** (S) - Statewide special use talk group***
7. MO Event 2 (d) *** (S) - Statewide special use talk group**
8. MO Event 3 (d) ** (S) - Statewide special use talk group***
9. MO Event 4 (d) *** (S) - Statewide special use talk group**
10. MO Event 5 (d) *** (S) - Statewide special use talk group**

H. Zone 4 consists of analog channels and digital talk groups for interoperable operations.

1. RPD Disp talk group (d) * - This talk group is for primary radio communications between officers and dispatchers. This talk group will be used for emergency/non-emergency communications.
2. Sheriff (a) * - Phelps CO law enforcement dispatch channel.
3. PCSD Disp (d) - Future talk group for Phelps County Law Enforcement agencies
4. Fire (a) * - Phelps County fire protection dispatch channel.
5. Ambulance (a) * - Phelps County EMS dispatch channel.
6. Fire Disp (d) * (L) - Future talk group for all Phelps County Fire agencies -currently only Rolla City Fire & Rescue.
7. EMS Disp (d) - Future talk group of Phelps County EMS
8. Phelps All Law (d) ** (L) - All Phelps County law enforcement talk group
9. Phelps All Fire (d) ** (L) - All Phelps County fire department talk group
10. Phelps All EMS (d) ** (L) - All Phelps County EMS talk group
11. Reg I I/O Call (d) * (R) - Region I multi-discipline interoperable call talk group.
12. Reg I I/O 1 (d) ** (R) - Region I multi-discipline interoperable incident talk group.
13. MO I/O Call (d) * (S) - Statewide multi-discipline interoperable call talk group.
14. MO I/O 1 (d) ** (S) - Statewide multi-discipline interoperable incident talk group.

I. Zone 5 consists of conventional channels typically used as the backup Zone should the MOSWIN fail.

1. RPD Repeater (a) * - Secondary RPD frequency

2. RPD Smplx (a) ** - secondary RPD frequency without repeater option
3. Sheriff - (a) * Phelps County law enforcement dispatch channel.
4. MS & T Police (a) *** - MS & T PD's frequency
5. Fire (a) * - Phelps County fire protection dispatch channel.
6. Ambulance (a) * - Phelps County EMS dispatch channel.
7. Pub Works (a) * Rolla City Public Works channel
8. Dent (a) *** - Dent County Sheriff
9. Texas (a) *** - Texas County Sheriff conventional**
10. Pulaski (a) *** - Pulaski County conventional**
11. St. Robert PD (a) *** - St. Robert PD conventional**
12. Law Mutual Aid (a) * - AKA VLAW 31 Law enforcement specific interoperable channel for "car to car" communication between units from different agencies
13. MTAC (a) ** A default interoperability channel in Missouri for all public safety radios in the VHF band. It can be used as a statewide calling channel and a coordination channel
14. VCALL (a) *** (N) A multi-discipline calling channel for unit-to-unit contact and an initial on-scene coordination channel
15. VTAC1 (a) *** (N) AKA VTAC11. A multi-discipline tactical inoperable incident channel
16. VTAC2 (a) *** (N) AKA VTAC12. A multi-discipline tactical inoperable incident channel

J. Zone 6 consists of conventional channels for interoperable operations.

1. VLAW 31 (a) *** (S) AKA Law Mutual Aid mutual aid channel that is range specific
2. VLAW 32 (a) *** (S) A mutual aid repeater pair -activated as needed.
3. SHERIFF NET (a) * (S) - Statewide Sheriff to Sheriff channel
4. MTAC (a) ** A default interoperability channel in Missouri for all public safety radios in the VHF band. It can be used as a statewide calling channel and a coordination channel.
5. VCALL 10 (a) *** (N) VHS multi-discipline calling channel for unit-to-unit contact and an initial on-scene coordination channel
6. VTAC 11 (a) *** (N) AKA VTAC 1. A multi-discipline tactical inoperable incident channel
7. VTAC 12 (a) *** (N) AKA VTAC 2. A multi-discipline tactical inoperable incident channel

8. VTAC 13 (a) *** (N) AKA VTAC 3. A multi-discipline tactical inoperable incident channel
9. VTAC 14 (a) *** (N) AKA VTAC 4. A multi-discipline tactical inoperable incident channel
10. VTAC 36 (a) *** (N) multi-discipline tactical inoperable incident paired channel
11. VTAC 36D (a) *** (N) multi-discipline tactical inoperable incident talk around channel
12. VTAC 37 (a) *** (N) multi-discipline tactical inoperable incident paired channel
13. VTAC 37D (a) *** (N) multi-discipline tactical inoperable incident talk around channel

K. Zone I consists of trunked Region I interoperable talk groups.

1. REG I I/O CALL (d) * (R) - Region I calling talk group
2. REG I I/O 1 (d) ** (R) - Region I operational talk group
3. REG I I/O 2 (d) *** (R) - Region I operational talk group
4. REG I I/O 3 (d) ** (R) - Region I operational talk group
5. REG I I/O 4 (d) *** (R) - Region I operational talk group
6. REG I EVENT 1 (d) ** (R) - Region I Special use talk group
7. REG I EVENT 2 (d) *** (R) - Region I Special use talk group
8. REG I EVENT 3 (d) ** (R) - Region I Special use talk group
9. REG I EVENT 4 (d) *** (R) - Region I Special use talk group
10. REG I EVENT 5 (d) *** (R) - Region I Special use talk group
11. I LAW 1 (d) *** (R) - Region I law enforcement talk group
12. I LAW 2 (d) *** (R) - Region I law enforcement talk group
13. I LAW 3 (d) *** (R) - Region I SWAT talk group
14. I SWAT 1 (d) *** (R) - Region I SWAT talk group
15. I SWAT 2 (d) *** (R) - Region I SWAT talk group
16. I FIRE 1(d) *** (R) - Region I Fire talk group

L. Zone A consists of trunked Region A interoperable talk groups.

1. REG A I/O CALL (d) *** (R) - Region A calling talk group
2. REG A I/O 1 (d) *** (R) - Region A operational talk group**

3. REG A I/O 2 (d) *** (R) - Region A operational talk group**
4. REG A I/O 3 (d) *** (R)- Region A operational talk group
5. REG A I/O 4 (d) *** (R) - Region A operational talk group
6. A EVENT 1 (d) *** (R) - Region A special use talk group
7. A EVENT 2 (d) *** (R) - Region A special use talk group
8. A EVENT 3 (d) *** (R) - Region A special use talk group
9. A EVENT 4 (d) *** (R) - Region A special use talk group
10. A EVENT 5 (d) *** (R) - Region A special use talk group
11. A LAW 1 (d) *** (R) - Region A law enforcement talk group
12. A LAW 2 (d) *** (R) - Region A law enforcement talk group
13. A LAW 3 (d) *** (R) - Region A law enforcement talk group
14. A SWAT 1 (d) *** (R) - Region A SWAT talk group
15. A SWAT 2 (d) *** (R) - Region A SWAT talk group
16. A FIRE 1 (d) *** (R) - Region A Fire talk group

M. Zones B, C, D, E, F, G, H are mirrored after the Zone I & A.

N. Zone SWAT consists of trunked SWAT talk groups

1. RPD SWAT 1 (d) ** (L) This talk group will be used for special functions/incidents where another talk group is required for operations.
2. RPD SWAT 2 (d) *** (L) This talk group will be used for special functions/incidents where another talk group is required for operations.
3. RPD SWAT 3 (d) *** (L) This talk group will be used for special functions/incidents where another talk group is required for operations.
4. ALL SWAT (d) ** (L) - Future talk group for All County SWAT to communicate
5. I SWAT 1 (d) *** (R) - Region I SWAT talk group
6. I SWAT 2 (d) *** (R) - Region I SWAT talk group
7. C SWAT 1 (d) *** (R) - Region C SWAT talk group
8. C SWAT 2 (d) *** (R) - Region C SWAT talk group
9. D SWAT 1 (d) *** (R) - Region D SWAT talk group

10. D SWAT 2 (d) *** (R) - Region D SWAT talk group
11. E SWAT 1 (d) *** (R) - Region E SWAT talk group
12. E SWAT 2 (d) *** (R) - Region E SWAT talk group
13. F SWAT 1 (d) *** (R) - Region F SWAT talk group
14. F SWAT 2 (d) *** (R) - Region F SWAT talk group
15. G SWAT 1 (d) *** (R) - Region F SWAT talk group
16. G SWAT 2 (d) *** (R) - Region F SWAT talk group

Section 3: Rolla PD Repeater

- A. Rolla PD repeater is the conventional analog radio system owned and operated by Phelps County Emergency Services. This is the backup frequency used by the Rolla Police Department to be utilized in the event the MOSWIN becomes inoperable or if operational needs dictate the use thereof.
(Rev. 6/20)
- B. In order to maintain familiarity and functionality the Rolla Repeater system will be tested monthly on each shift. Any malfunctions should be reported to the Communications Chief.
- C. RPD Repeater is located in Zone 5, channel 1 on Rolla Police mobiles and portables.

Section 4: Mobile Radio Emergency Button

- A. Vehicle mobile radios are programmed to automatically switch to Region I I/O 2. This feature was established to create a one button access to an established pursuit channel this will be activated when it is necessary to coordinate a pursuit situation with surrounding agencies.
(Rev. 6/20)
- B. When pursuit officers switch to REGION I I/O 2, the communicator working the pursuit will also switch to STATE MOSWIN and select REGION I I/O 2 to communicate with pursuit officers.
(Rev. 6/20)
- C. Officers not involved in the pursuit will remain on RPD Disp talk group.

Section 5: Portable Radio Emergency Button

- A. Portable radios are programmed with an emergency button. When depressed, an emergency tone will emit an alert, the radio microphone will open for 10 seconds and the portable's id number will display on the dispatch console as well as all the other portables' screens.
(Rev. 6/20)
- B. When an officer depresses the emergency button, if possible, they should announce their location in the 10 seconds the microphone is open.
- C. Each portable is uniquely identified and assigned to a specific officer. Assignment list is available in communications.

Section 6: Contingency Plans

- A. Capacity Overload - In the event too many users try to access the talk paths available at a given site, the system will reject excess users trying to access the site by sending a "busy" tone to the radio. Capacity overload conditions are usually of short duration, but during an incident the conditions may persist.
1. To overcome overload conditions in the short term, traffic may be restricted to emergency traffic only. An announcement should be made by dispatch on announcement talk groups to hold routine traffic until the incident is cleared. Another short term solution method may be to combine personnel on multiple talk groups on a saturated site to a single talk group. This frees channels at the site for other talk groups. If necessary, a second announcement shall be completed.
- (Rev. 6/20)
2. Another short term solution method may be to combine personnel on two multiple talk groups on a saturated site to a single talk group. This frees channels at the site for other talk groups.
- B. Connectivity Failure - In the event a radio site is still operational but isolated from the radio network the site will enter "Site Trunking" mode. Talk groups will continue to operate between users in their talk group within range of the tower site but the site is no longer connected to dispatch centers or other tower sites. Depending upon the user's location, it may be possible to stay connected to the network through an adjacent tower site. If that is not possible, it will be necessary to relay radio traffic through users still on the network or make contact with conventional radios.
- C. Site Trunking Failure - In the event of a complete loss of the network system including being disconnected from the site tower radios will enter a Fail-Soft mode. If a radio enters Fail-Soft mode all communications should be changed to the conventional channel RPD Repeater.
- D. Site Failure - If a site fails completely and is no longer operational, it may still be possible to stay on network through an adjacent tower site. If the user is not within range of another tower site, it will be necessary to relay radio traffic through users still on the network or make contact with conventional radios.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Sec. 2:D "Communications consoles...at any one time."

Effective Date March 27, 2025	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	Special Order # 652	
Original Issue Date August 1, 1989			
Title Internal Affairs		Classification II	No. of Pages 8

I. PURPOSE

Self-discipline is the cornerstone of success in every organization. As a group or team, this requires that all components function in harmony with due respect and concern for the established rules, guidelines and procedures of the organization. As individuals, we must recognize our personal roles within the organization with an awareness of our own responsibility for the welfare of each other and achievement of the organizational goals.

The purpose of this policy is to provide all Rolla Police Department employees, and the public, with the procedures for processing and investigating allegations of officer misconduct or citizen complaints. Rolla PD Officers and employees are expected to maintain the highest standards of conduct. Officers shall conduct themselves properly and professionally, on or off duty. The purpose of this policy is to establish responsibilities and procedures for conducting investigations of misconduct that may result in disciplinary action and/or criminal prosecution. (Rev. 03/25)

II. POLICY

Section 1: Definitions

(Add. 03/25)

Complaint: Any allegation by an individual regarding Rolla PD services, policies, practices or procedures, claims for damages which alleges officer misconduct, or officer misconduct; and any allegation of possible misconduct made by a Rolla PD officer or employee.

Complainant: Any person who files a complaint regarding the conduct of any department employee, or the Rolla PD policies, procedures or actions.

Critical Firearm Discharge: A discharge of a firearm by a Rolla PD officer but does not include range and training discharges and discharges at animals as authorized by policy.

Discipline: A verbal or written reprimand, suspension, demotion, or dismissal.

Employee: Any person employed by the Rolla PD, whether sworn or non-sworn, part-time or full-time.

External Complaint: A complaint that originates from outside of the department.

Internal Complaint: A complaint that originates from within the Rolla PD. Such complaints may be initiated by other Rolla PD employees or from supervisors who observed or were informed by other employees of a possible policy violation(s).

Internal Affairs Division: The designated bureau with primary responsibility for conducting investigations of administrative or citizen complaints of misconduct.

Misconduct: Any conduct by a Rolla PD employee that violates Rolla PD policy or the law.

Officers: Any law enforcement officer employed by or assigned to the Rolla PD, whether on or off duty, including supervisors and members authorized to carry department issued weapons, and members of the reserve component.

Preponderance of the Evidence Standard: The quantum of evidence that constitutes a preponderance cannot be reduced to a simple formula. A preponderance of evidence has been described as just enough evidence, no matter how slight, to make it more likely than not that the allegation sought to be proved is true or false.

Serious Misconduct: Suspected criminal misconduct and the specific forms of misconduct identified in this policy. The Internal Affairs Division and criminal investigators designated by the Chief of Police shall investigate such conduct.

Serious Use of Force: Any action by an officer that involves:

1. The use of deadly force, including all critical firearm discharges.
2. A use of force in which the person suffers serious bodily injury, or requires hospital admission, to include a canine bite.
3. The use of chemical spray or electronic control device against a restrained person.

Supervisor: Includes those holding rank of Corporal or above, or anyone acting in those capacities, and any other sworn or non-sworn manager, or any other individual authorized by the Chief of Police.

Use of Force Incidents Indicating Potential Criminal Liability: Includes, but is not limited to, all strikes, blows, kicks, or other similar uses of force against a handcuffed subject, and all accusations or complaints of excessive force.

Section 2: Procedures

(Add. 03/25)

A. Role of Internal Affairs Division

1. The Internal Affairs Division within the Rolla Police Department is comprised of individuals assigned to the division through a selective process. Everyone selected for this position receives the necessary training to perform this duty.
2. Upon receipt of the complaint form, the Commander of IAD will review the complaint. The IAD Commander will determine if the allegation(s) meets a violation of policy or law, or if it is an issue of judicial process. If the complaint contains any allegation meeting a potential violation of policy or law, the IAD Commander will assign it for investigation. If it does not meet the criteria, the Commander will write a memorandum to the Chief of Police Detailing the reason the complaint will not result in an IAD investigation.
3. The IAD Commander will evaluate complaints of criminal conduct made against Rolla PD employees and report the findings to the Chief of Police. The chief may request an outside agency to conduct the criminal investigation and notify the Prosecuting Attorney's Office regarding the details. A parallel Internal Affairs investigation will be conducted to ensure no administrative or department violations have occurred but may be delayed until the resolution of the criminal investigation.

4. Upon Completion of the Internal Affairs Investigation Report, the report and all supporting documents shall be forwarded to the IAD Commander, and then he or she will forward it to the Chief of Police or their designee for review. The chief may accept the report as completed or return the report for further investigation.
5. The IAD Commander shall maintain a complaint log and will track complaints against individual employees to assist with employee risk analysis and the Early Warning System.
6. All internal investigations involving sworn personnel will be conducted following guidelines outlined in RSMo 590.502 (Police Officers Bill of Rights).

B. Investigations of Citizens Complaints

(Add. 3/25)

General

1. All investigations shall, to the extent reasonably possible, determine whether the officer's conduct was justified. No investigation being conducted by the Office of the Chief shall be closed simply because a subject or complainant is unavailable, unwilling, or unable to cooperate, including a refusal to provide medical records or proof of injury.
2. All investigations shall be conducted by an investigator who did not authorize, witness, or participate in the incident, and all investigations shall contain:
 - a. Documentation of the name of all officers involved in, or on the scene during the incident, and a canvass of the scene to identify civilian witnesses.
 - b. Thorough and complete interviews of all witnesses, subject to the Rolla PD Administrative Warning/Garrity protocol, and an effort to resolve material inconsistencies between witness statements.
 - c. Photographs of the subject(s) and officer(s) injuries or alleged injuries; and
 - d. Documentation of any medical care provided.
3. Employees are subject to administrative leave/suspension, if deemed necessary, while the investigation is being conducted, as outlined in the City of Rolla Rules and Regulations.

C. Serious Misconduct

(Add. 3/25)

Serious Misconduct is understood by the Rolla PD to mean suspected criminal misconduct and the following:

1. All civil suits alleging any misconduct by an officer while acting in an official capacity.
2. All civil suits against an officer for off-duty conduct (while not acting in an official capacity) alleging physical violence, threats of physical violence, racial bias, dishonesty, or fraud.
3. All criminal arrest or filing of criminal charges against an officer.

4. All allegations of unlawful discrimination (e.g., on the basis of race, ethnicity, gender, religion, national origin, sexual orientation, or disability), including improper ethnic remarks and gender bias, but excluding employment discrimination.
5. All allegations of an unlawful search and seizure.
6. All allegations of false arrests or filing of false charges.
7. Any act of retaliation or retribution against an officer or person.
8. Any act of retaliation or retribution against a person for filing a complaint against a member of the Rolla PD.
9. All allegations of excessive use of force or improper threat of force (including strikes, blows, kicks, or other similar uses of force against a compliant subject or administered with punitive purposes).
10. Any failure to complete use of force reports required by Rolla PD policies and procedures.
11. The providing of false or incomplete information during the course of a Rolla PD investigation, or in any report, log, or similar document.
12. All incidents which a person is charged by an officer with assault on a police officer or resisting arrest or disorderly conduct and the Prosecuting Attorney's Office notifies Rolla PD that it is dismissing the charge based on the officer's credibility.
13. All incidents in which Rolla PD has received written notification from the Prosecuting Attorney's Office or Attorney General's Office in a criminal case that there has been:
 - a. An order suppressing evidence because of any constitutional violation involving potential misconduct by a Rolla PD officer.
 - b. Any other judicial finding of officer misconduct made in the court of a judicial proceeding, or any request by a federal judge, state judge, or local judge that a misconduct investigation developed during a judicial proceeding before a judge. Rolla PD shall request that all such entities provide them with written notification whenever it has been determined that any of the above has occurred.

D. Investigation of Complaints: Investigator's Role/Responsibility

(Add. 3/25)

1. The investigator assigned to investigate a complaint shall ensure the following protocols are applied in all investigations:
 - a. Every complaint must be investigated and evaluated based on the Preponderance of Evidence standard.
 - b. Any employee who is the subject of a complaint, or who authorized the conduct that led to the complaint, is explicitly prohibited from investigating said incident.

- c. During the investigation of a complaint, all relevant evidence including circumstantial, direct, and physical will be considered, and credibility determinations made, if feasible. An officer's statements will not be given any automatic preference over a citizen's statement, nor will a witness statement be disregarded on account that the witness is connected to the complainant. Every effort will be made to resolve material inconsistencies or discrepancies between witness statements and other collected evidence.
 - d. The investigator will not close an investigation because the complaint is withdrawn, the alleged victim is unwilling or unable to provide medical records, or proof of injury, or the complainant will not provide additional medical documentation or written statements.
 - e. The investigator will consider whether any rule, policy, or procedure of the Rolla PD was violated.
 - f. Conduct an investigation in accordance with the procedures outlined in this policy, and in accordance with the Missouri State Law regarding the "Police Officer's Bill of Rights," RSMo 590.502. State law shall have precedence over any conflict with policy.
2. The investigative protocol documented in this policy will be followed for all internal investigations involving non-sworn personnel.
 3. At the conclusion of the investigation, the investigator shall prepare an investigative report in accordance with the requirements outlined in this policy.

E. Employee Responsibilities to Report Misconduct

(Add 3/25)

1. An employee must report any instances of employee misconduct as soon as practical following receipt of information regarding the misconduct.
2. In applicable circumstances, employees are to prevent the deterioration or destruction of any evidence that would support or refute the allegation of misconduct.

F. Confidentiality of Complaints

(Add 3/25)

1. All employees who have knowledge that a complaint exists or will likely occur are prohibited from discussing material issues related to the matter.
2. Exemptions include: employees subject to the investigation when consulting with legal representation, in accordance with supervisory directives, testifying at an official hearing regarding the matter, or otherwise authorized by law, policy, or regulation.

G. Time Limits on Completing Internal Affairs Investigations

(Add 3/25)

1. The Missouri State Statute, RSMo 590.502, the Police Officers Bill of Rights outline time limits. The same time limits will apply for non-sworn personnel.

H. Notifying Complainant Regarding Status of Complaint Investigation

(Add. 3/25)

1. The assigned investigator of a complaint shall make personal contact with the complainant within three (3) scheduled workdays of the assignment. If contact cannot be made, the investigator shall document the attempts in writing in the file.
2. The assigned investigator of an internal affairs case is responsible for providing periodic status reports to complainants on all pending internal investigations. Generally, internal affairs investigators should maintain periodic contact with their complainants and provide them with status updates on the investigation. Such contact can be accomplished by telephone and email.
3. The complainant shall be notified by the Office of the Chief of Police or designee, informing him/her of the results of the department's investigation. Such notification should normally occur within ten (10) days after the conclusion of the investigation and the determination by the Chief of Police of the findings of facts. If the complainant was not assigned by the IAD because it did not meet the criteria, the Office of the Chief of Police will notify the complainant no investigation will occur along with the reason(s).

I. Investigative Interviews and Procedures of Officers

(Add. 3/25)

1. Interviews and procedures will be in compliance with Missouri State Law, RSMo 590.502 (Police Officer's Bill of Rights).
2. Interviews shall be electronically recorded. The recording will note the time and date of the interview, who is present, at what time breaks are taken in the process, who requested the break, and the time at which the interview resumed.
3. Officers will be administered the applicable warnings prior to the interview:
 - a. Garrity Warning/Administrative Warning: For compelled statements if the inquiry is administrative.
 - b. Miranda Warnings: Where the inquiry is criminal, and the officer is under arrest or in custody.
4. Examinations and Searches
 - a. The department may direct that the officer undergo a breath analysis test, blood, urine, psychological, polygraph, medical examination, or any other exam not prohibited by law, if it is believed that such an examination is pertinent to the investigation.
 - b. A command staff officer may direct an officer to submit to a breath, blood, swab, or urine test when there is reasonable suspicion that alcohol and/or drug usage is suspected as the factor directly related to allegations of misconduct, and is required to submit to such tests as the result of either being involved in a traffic accident with a

department vehicle that is no longer operable or if injuries were involved, or if the officer is involved in a discharge of a firearm on or off-duty.

- c. An officer may be required to participate in a lineup if used solely for administrative purposes. This does not in any way affect the requirements of a legal order to participate.
- d. Desks, lockers, storage space, rooms, offices, equipment, information systems, work areas and vehicles are the property of the City of Rolla and are subject to inspection. They may also be searched to retrieve any city owned property, or to discover evidence of work-related misconduct, if there is reason to suspect (reasonable suspicion) such evidence is contained therein.
- e. Private property can be stored in the areas mentioned above; however, employees will not expect privacy in those areas. Only those employees who are acting in their official capacity may be authorized to search or inspect areas assigned to other employees.

J. Disposition and Adjudication of Complaints

(Add. 3/25)

1. All complaints of misconduct will be fully investigated and documented.
2. Once the investigation is deemed complete, the assigned investigator will complete a report with investigative findings. The investigator will provide a report of findings for each allegation as follows:
 - a. **Sustained:** Where the investigation determines, by preponderance of the evidence, that the person's allegation is supported by sufficient evidence to determine that the incident occurred, and the actions of the officer were improper.
 - b. **Not sustained:** Where the investigation determines, by preponderance of the evidence, that there is insufficient fact(s) to decide whether the alleged misconduct occurred.
 - c. **Exonerated:** Where the investigation determines, by preponderance of the evidence, that the alleged conduct did occur but did not violate Rolla PD policies, procedures, or training.
 - d. **Unfounded:** Where the investigation determines, by preponderance of the evidence, that there are no facts to support that the incident complained of actually occurred.
 - e. **Policy Failure:** The incident may or may not have occurred, but the investigation revealed faulty policies, procedures, or rules.
3. Investigative findings shall also include whether:
 - a. The police action complied with policy, training, and legal standards regardless of whether the complainant suffered harm.
 - b. The incident involved misconduct by any officer.
 - c. The use of different tactics should or could have been employed

- d. The incident indicates a need for additional training, counsel, or other non-disciplinary corrective measures, and
 - e. The incident suggests that the Rolla PD should revise its policies, training and tactics.
- 4. Disciplinary action shall be administered in accordance with department policy.
 - 5. Following final disposition of the complaint, a letter shall be sent to the complainant addressed by the Chief of Police or his/her designee, explaining the final disposition.
 - 6. Final disciplinary authority is vested in the Chief of Police.
 - 7. In cases where there exists probable cause to believe that a fraudulent complaint was officially documented in violation of Missouri law, the case may be referred to the Prosecuting Attorney's Office for review.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> January 14, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 653	
<i>Original Issue Date</i> December 1, 2020			
<i>Title</i> Officer Involved Critical Incidents		<i>Classification</i> I	<i>No. of Pages</i> 7

I. PURPOSE

The purpose of this Special Order is to establish a policy and procedure for officers involved in and responding to the scene of an Officer Involved Critical Incident, and to provide guidelines for the investigation.

II. POLICY

It is the policy of the Rolla Police Department that Officer all Officer Involved Critical Incidents, whether on or off duty, will be investigated so as to determine whether an officer's actions conform to the law as well as the Department's policies, procedures, and training. For incidents where officers are deputized and assigned as federal or state task force officers, the Chief of Police shall determine the lead investigative agency. Should the critical incident be investigated by a federal or state agency as a result of task force duties, officers will comply with the investigative agency's policies and procedures.

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Critical Incident – Any incident where an officer uses deadly force directed at another person, by firearm discharge (Officer Involved Shooting) or by means other than discharging a firearm, where serious physical injury or death may have occurred; or any incident where a suspect dies in the custody of an officer while conducting an arrest or shortly thereafter.
- B. Involved Officer– An officer directly participating in the critical incident.
- C. Officer Involved Shooting (OIS) – A discharge of a firearm during a hostile encounter while on duty or off duty, irrespective of injuries to suspects, officers, or third parties.
- D. Primary Officer – The first officer, other than the Involved Officer, to arrive on scene.
- E. Public Safety Statement – A brief, mandatory statement on scene from the Involved Officer covering the information necessary to focus the initial police response and direct the preliminary investigation.
- F. Scene Supervisor – The first responding supervisor until relieved by a higher authority.
- G. Uninvolved Officer – An officer not on scene and with no participation in the critical incident.
- H. Voluntary Statement – A statement given by the Involved Officer to the investigating agency/officer, or his/her designee which is recorded after the incident.

- I. Witness Officer – An officer other than the Involved Officer who was on scene during the critical incident; or an officer whose body worn camera might have recorded the event.

Section 2: Protocol for Critical Incident Investigations

- A. Once officers are dispatched for a critical incident, proper protocols must be followed in order to preserve the integrity of the investigation. A guideline of expectations is essential to a professional approach to handling sensitive scenes at such events.
- B. All critical incidents shall be treated as crime scenes. As such, all procedures and investigative techniques commonly used in criminal investigations shall be followed. Only designated staff or other personnel assigned to investigate the incident shall be allowed within the perimeter of the scene. A log shall be kept of all personnel that are on scene and within the actual area of investigation.
- C. It is the responsibility of the Scene Supervisor to ensure that the scene is secured and all evidence is retained in its original condition and location at the scene. In the event of multiple scene locations, it will be the responsibility of the Scene Supervisor and/or higher-ranking personnel (to include the Duty Officer) to ensure adequate personnel are readily available to secure all areas involved.

Section 3: General Guidelines

- A. Responsibilities of Involved Officer
 - 1. The first responsibility of the Involved Officer is to ensure that they maintain tactical control of the incident as it evolves while relaying any information to the dispatcher that is pertinent to the officer's safety, the safety of the responding officers, and to the general public.
 - 2. Once the scene is secure, if the Involved Officer is not in need of medical attention, he/she shall be responsible for the following:
 - a. Providing appropriate medical aid to the injured parties; AND
 - b. Providing a Public Safety Statement to the Scene Supervisor.
- B. Responsibilities of Primary Officer
 - 1. The Primary Officer and assisting officers shall determine if a threat still exists. It is imperative that a threat assessment is performed for the safety of everyone in the vicinity.
 - 2. If the scene remains active, the Primary Officer shall notify the dispatcher and request additional units to respond.
 - 3. If the scene is deemed secure, the Primary Officers shall notify the dispatcher that no further assistance is needed.
 - 4. Once the scene is secure, the Primary Officer shall render appropriate aid to injured persons.
 - 5. Once the Primary Officer determines there is a critical incident, he/she will notify his/her Supervisor, and the Supervisor will immediately notify the Duty Officer.

6. If there are any suspect(s) at-large from the event, the Primary Officer shall ensure that any new information about the status or whereabouts of the suspect(s) is broadcast as soon as possible.
7. When the incident is no longer an active scene, the officer's shall initiate the process of securing and separating witnesses, to include other police officers (also the recording of name, DSN, and unit numbers of all responding officers).
8. Maintain scene security by taping off of the crime scene area to ensure the protection and preservation of any evidence. Prevent unauthorized persons from entering the crime scene. All responding officers shall be required to identify themselves and remain at the scene until relieved to return back to duty by their Supervisor.
9. The Primary Officer shall relinquish the scene and its supervision to the first supervisor to arrive.
10. The Primary Officer and any assisting officers shall notify the Scene Supervisor of the following:
 - a. Any injuries to officers or citizens.
 - b. Location of the Involved Officer.
 - c. Location of witnesses.
 - d. Location of scene evidence.
 - e. Type of scene evidence.
 - f. Person securing the scene evidence.
 - g. Scene boundaries.
 - h. Officer currently in charge of recording information from responding officers.

C. Responsibilities of Scene Supervisor:

1. Respond as quickly as possible and assume responsibilities for scene security.
2. Upon his/her arrival, the Scene Supervisor shall ensure that the appropriate medical aid has been provided to any injured person(s).
3. After establishing that a critical incident has occurred, the Scene Supervisor shall obtain a Public Safety Statement from the Involved Officer(s) and ensure that the on duty/on call detective and duty officer are notified. If the Involved Officer is a supervisor, the Public Safety Statement will be obtained by a Rolla Police Department Command Staff Officer.
4. The Public Safety Statement is limited to the following information:
 - a. Are you injured?
 - b. Do you know if anyone else is injured? If so, where are they?
 - c. What type of force was used?
 - d. If you fired your weapon, what direction did you discharge it?
 - e. If the suspect fired, what direction did he/she shoot?
 - f. If any suspects/vehicles are at large, what are their descriptions?
 - g. For what crime is he/she wanted?
 - h. Do you know the location of any firearms/evidence that needs to be preserved?
 - i. Are there any known witnesses? If so, where are they?

5. The Scene Supervisor shall ensure that the Primary Officer has sufficient assistance to control the scene and protect the integrity of any evidence while awaiting the arrival of detectives and other investigators.
6. The Scene Supervisor shall ensure measures are taken so that the Involved Officer's family has been notified of the incident and regarding the medical condition of the officer prior to any media release.
7. Officers involved in a critical incident shall be assigned an Uninvolved Officer after the incident, while on scene. The Uninvolved Officer's role is to remain with the Involved Officer throughout the investigation on scene. He/she is responsible to ensure the Involved Officer remains separated from other Involved Officers and is accessible to investigators, when needed. The Uninvolved Officer is to ensure that the Involved Officer's clothing, weapon and ammunition remain intact for the integrity of the evidence/investigation.
8. For Officer Involved Shooting events, the Involved Officer's weapon and all ammunition shall be seized at the scene by the Scene Supervisor and turned over to a detective. A download count of rounds will be witnessed by a detective and documented in his report. The Involved Officer shall be provided with a new weapon and ammunition immediately after the download. The seizure of the officer's weapon and download count will not begin until the replacement weapon and ammunition is on scene and available for deployment.

D. Scene Preservation and Security

1. It is imperative that the Primary Officer, with the aid of assisting officers, preserve the scene and complete the necessary construction of a perimeter using crime scene tape.
2. Absolutely no person shall be allowed within the scene perimeter unless those persons are designated staff officers, emergency medical responders or directly performing a task as directed by the Scene Supervisor.
3. Responding officers shall preserve the suspect's weapon and any other evidence in its original condition and location. Exigent circumstances may exist to require that the evidence be moved for safety/security reasons.

E. Involved Officer Treatment

1. If the officer needs medical treatment, the Uninvolved Officer shall remain with him/her to assist at the hospital. Injured officers shall not be sent to the same hospital as the suspect unless no alternative exists.
2. The Involved Officer shall be separated from any suspect or body as soon as feasible. Whenever possible, the Involved Officer shall be shielded from viewing the body while on scene.
3. Upon arrival of the investigators, the Involved Officer will be asked to voluntarily assist them, with the Involved Officer's attorney present (if applicable), by discussing the initial statement(s) given and walk through the scene with the investigator to give him/her a better understanding of the event.
4. The Duty Officer shall explain the following administrative procedures to the Involved Officer and Witness Officers:

- a. Officers who are deemed as witnesses to the critical incident will be requested to make an initial, voluntary, audio recorded statement within 72 hours of event.
- b. Officers who are deemed as witnesses shall, when feasible, remain separated, and shall not discuss the event until the statements are received in order to maintain the integrity of the investigation.
- c. Citizen witnesses will be identified and all unsolicited information they provide will be document and turned over to investigators.
- d. The Officer involved will be advised of the following guidelines:
 1. Any time an officer is involved in a critical incident, either on or off-duty, he/she could be subject to a criminal investigation. Like any other citizen, the officer has the right against self-incrimination as outlined in the Fifth Amendment of the U.S. Constitution.
 2. In order to better understand the details of the event, the Involved Officer may be asked to make a Voluntary Statement about the details of the incident.
 3. The Involved Officer will be advised that a Voluntary Statement is not mandatory. The Involved Officer can refuse to provide a Voluntary Statement and he/she may consult with an Attorney and have one present prior to and during the Voluntary Statement.
 4. The Involved Officer(s) will be asked to provide a Voluntary Statement at a mutually agreed-upon day, date, time, and location, but as soon as possible. This statement will be given to the investigator(s) by the Involved Officer with his/her Attorney present (if applicable).
 5. The Involved Officer will be advised before he/she gives a Voluntary Statement:
 - a. The statement will be included in the official report.
 - b. Any statements given to the investigators will be turned over to the Prosecuting Attorney's Office.
 - c. Other witnesses or suspects may be giving statements against the officer's interests.
 - d. Lack of a statement could negatively impact the Prosecuting Attorney's decision to initiate a criminal prosecution of the suspect
 - e. Evidence might be misinterpreted and /or not recovered at all.
 - f. Lack of a statement might negatively influence public perception of the event.

F. Scene Investigation

It shall be the policy of this department to thoroughly investigate all officer involved critical incidents. These incidents shall be investigated by the Rolla Police Department's Internal Affairs Commander or other qualified staff officer designated by the Chief of Police. If the internal affairs commander or other qualified staff officer are not available to conduct the investigation, the incident will be investigated by the Missouri State Highway Patrol or other outside law enforcement agency at the request of the Chief of Police.

(Rev. 01/21)

G. Internal Affairs Investigation

The Internal Affairs Commander or designated Staff Officer in his or her absence, will respond to the scene of the critical incident. They will serve as an uninvolved observer in order to follow current departmental administrative procedure. The Internal Affairs Commander shall not become involved, either directly or indirectly, with the criminal investigation.

H. The Critical Incident Review Board

1. The Critical Incident Review Board shall convene and review the circumstances attendant to each discharge of a firearm by a department member. Firearms training, euthanizing an animal, or ballistic testing are exempt.
2. The Board shall consist of:
 - a. The Assistant Chief (board chairman)
 - b. A Department Firearms Instructor or Armorer
 - c. The immediate supervisor of the officer who discharged the weapon
 - d. Two members of the same rank as the officer who discharged the weapon, selected by the officer.
3. The Critical Incident Review Board will evaluate, in explicit and fact finding fashion, each aspect of an officer involved shooting. Such evaluation will include:
 - a. A thorough review of the criminal investigation report
 - b. Hearing of direct testimony, if necessary, from officers and witnesses.
4. The Critical Incident Review Board will develop findings and make recommendations to the Chief of Police in the following areas:
 - a. Whether the shooting was within policy, out of policy, or accidental
 - b. Tactical considerations
 - c. Training considerations
 - d. Quality of supervision
 - e. Corrective action
 - f. The post shooting investigative processes and quality.

I. Civil Rights Investigation

- A. The department will respect the rights of the federal government to conduct an independent investigation to identify any civil rights violations which may have occurred.
- B. The department will not request any of its members who may be the subject of an investigation to confer with federal investigators without advice of counsel.

J. Administrative Duty

- A. Any officer directly involved in a use of deadly force incident shall be placed on “administrative leave” directly upon the officer’s initial accounting of the incident. This leave shall be without loss of pay or benefits, pending the results of the investigation. The leave shall not be interpreted to imply or indicate that the officer has acted improperly.
- B. While on administrative leave, the officer will be available at all times for official departmental interviews and statements regarding the use of deadly force incident, and shall be subject to recall to regular duty at any time. The officer shall not discuss the incident with anyone except the County Prosecuting Attorney, departmental personnel assigned to the investigation, the officer’s legal counsel, the officer’s psychologist, the officer’s chosen clergy, and the officer’s immediate family.

K. Psychological Services for the Officer

1. In all cases where any person has been injured or killed as a result of the use of deadly force by a police officer, the involved officer will be required to undergo an emotional debriefing with a department furnished psychologist within five working days of the incident. The purpose of this debriefing will be to allow the officer to express his/her feelings and to deal with the moral, ethical, and/or psychological after-effects of the incident.
2. The officer will be afforded the opportunity to continue psychological services. These subsequent visits will be the officer's choosing and shall continue as determined by the psychologist and officer.

L. Public Information Dissemination

The Chief of Police or secondary Staff Officer will respond to the scene when feasible. A designated media staging area will be located for all media to assemble, if needed. All statements concerning the incident will be disseminated by the Chief of Police or designated Staff Officer after conferring with the on scene investigators in regards to the content of the media release. Any and all identifying information about the Involved Officer will be released in accordance with the Missouri Sunshine Law.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 654	
Original Issue Date April 6, 1989			
Title Public Information		Classification II	No. of Pages 6

I. PURPOSE

To identify and describe the public information functions and responsibilities for the coordination and dissemination of information to the media and public.

II. POLICY

It shall be the policy of the Rolla Police Department to provide information regarding public safety issues to the public in a professional, timely, and accurate manner. Information will be provided on criminal activity in the community as well as crime prevention and safety matters. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Public Information Commitment

- A. The Rolla Police Department shall make every effort to respond to the needs and desires of the media and public for information. Information shall be provided in the most accurate and timely basis possible while preserving the evidence and integrity of an investigation.
 1. Public information shall be released to the news media daily by means of the Media Log Report.
(Rev. 10/96)
 - a. The Midnight Shift supervisor shall post the Media Log onto the department's Facebook page each morning after Midnight.
(Rev. 6/20)
 2. Names of arrested persons shall be released to the news media pursuant to Chapter 610.100 RSMo. (Sunshine Law)
 3. On occasion the Chief of Police will make a special news release covering a specific incident. This will be completed on a News Release form and disseminated appropriately from the Chief's office.
(Rev. 10/00)
- B. Members of this Department shall assist the news media in accurately reporting the facts of an incident investigated by this Department as well as provide information relative to crime prevention and safety matters.
- C. As necessary, printed news releases will be made to members of the media. These releases will normally be made by the Chief of Police but may be prepared by a Commander. During periods when the Chief of Police is unavailable, the news releases will be prepared by a Commander.

1. A press release on the Department Media Release Form will be made for all serious incidents and accidents, where a copy of the report is unavailable or it is apparent that additional information is needed.
 - a. If doubt exists on what information should be released, a Commander or the Chief of Police should be consulted before a release is made.
 2. As necessary, news conferences may be called to report on criminal investigations or to provide information to the public. News conferences or public statements shall not be made without the express consent of the Chief of Police.
- D. Statements to the media or any other person regarding the existence or activity of confidential investigations is prohibited without the express consent of the Chief of Police.
- E. The release of information relative to disciplinary action, the status of investigations of its employees, or any other matter shall not be made without the express consent of the Chief of Police.
- F. All public statements and media releases regarding projects and programs involving agencies working in a mutual aid environment with the Rolla Police Department shall be coordinated through the office of the Chief of Police.
1. The Chief of Police may delegate the responsibility for the coordination of these efforts to any Commander.
- G. The policy relative to the release of information for news or any other purposes shall be developed by the office of the Chief of Police.

Section 2: Public Information Operations

- A. Effective immediately, the Chief of Police will be responsible for the dissemination of information to the news media. In any serious investigation or incident, the Chief of Police may designate a member of this Department to act as a liaison between the Department and the media.
1. The Chief of Police and his command staff shall assist news personnel in covering routine and major news stories.
- B. The Chief of Police or his designee shall be the public information function of the Police Department and shall be responsible for the following:
1. Preparing and distributing agency news releases;
 2. Arranging for, and assisting at, news conferences;
 3. Coordinating and authorizing the release of information about victims, witnesses, and suspects;
 4. Coordinating and authorizing the release of information concerning confidential investigations.

Section 3: Persons Authorized to Release Information

- A. Only the on-duty Shift Supervisor, Division Commander, or Chief of Police is hereby authorized to release appropriate information at the scene of a crime. All questions regarding Department operations will be forwarded to the watch supervisor or designated member.
- B. Information shall not be released from agency files without the express consent of the Chief of Police. Any requests for information contained in this Department's files shall be forwarded to the Office of the Chief of Police.
- C. To preserve and protect on-going investigations, it is essential that statements made to the public or releases of information be strictly controlled. No member of this Department is authorized to make statements to the media or any other persons regarding on-going investigations without coordinating that information through the Office of the Chief of Police.
- D. In the event the authorized person to release information is unavailable, all requests will be made to the Office of the Chief of Police.
- E. Field Releases
 - 1. No detailed information other than is normally released on the Media Log Report shall be released at the scene of any incident or investigation without the consent of a Division Commander. In the event a release is made, the releasing officer shall be responsible to document the information released in detail and submit that documentation along with any other reports relative to the incident or investigation to the Chief of Police.
 - 2. The same policy regarding media releases at any incident scene shall also apply to traffic accidents. Officers shall refer all media questions to the appropriate shift supervisor. Officers shall cooperate with the media in acquiring photographs or footage relative to their needs as long as it does not impede the investigation or increase the hazards of the incident.
- F. Access to Major Incident Scenes
 - 1. Members of the media will be restricted access to any crime scene or major incident scene where the destruction of evidence is possible.
 - 2. At all crime scenes and fires or other catastrophic events, a sufficient perimeter will be established to protect the evidence scene or to allow sufficient operation by personnel who have a need to be inside the perimeter. All members of the media will be kept outside the perimeter at all times unless authorized to enter by the officer in charge of the incident.
- G. Media Releases at Major Scenes
 - 1. Information will be released at the scene of a major crime only by a Commander or above. If at all possible, release at the scene should be directed to the location of the Commander of Uniformed Services or the person designated to disseminate information. Requests for information at fire scenes will be directed to the Fire Chief or fire personnel. Media personnel will not be allowed to enter the perimeter to contact these persons unless authorized specifically.

Section 4: Media Interviews

- A. It shall be prohibited for any member or employee of this Department to deliberately pose a person who is in custody for the purpose of photographing or televising by representatives of the news media.
- B. It is prohibited to allow the interviewing reporter or representative to interview a person in custody unless the reporter requests the interview in writing and the prisoner grants the interview, after being adequately informed of his/her right to consult with counsel and of this right to refuse to grant an interview. The Chief of Police and the Prosecuting Attorney will be notified prior to the interview.
- C. From the time of arrest, issuance of an arrest warrant, the filing of any complaint, information or indictment in any criminal matter, and until the completion of trial or disposition without trial, no member or employee within this agency shall release or authorize the release of the extra-judicial statement(s) for dissemination by any means, such as the following:
 - 1. The prior criminal record, character, or reputation of the accused shall not be released. (Rev. 4/10)
 - 2. The existence or contents of any confession, admission or statement given by the accused or the refusal or failure of the accused to make any statement shall not be released.
 - 3. Names of juveniles arrested/detained shall not be released.
 - 4. The performance of any examinations or tests, or the accused's refusal or failure to submit to an examination or test shall not be released.
 - 5. The identity, testimony, or credibility of prospective witnesses shall not be released.
 - 6. The possibility of a plea of guilty to the offense charged or a lesser offense shall not be released.
 - 7. Personal information identifying the victim shall not be released.
 - 8. No opinion as to the accused's guilt or innocence, nor the merits of the evidence in the case shall be released.
 - 9. Information received from another law enforcement agency shall not be released without the concurrence of that agency to release the information.
- D. Information that may be released to the news media.
 - 1. The facts and circumstances of arrest, including the time and place of arrest, resistance to the arrest, pursuit in order to effect the arrest and the use of weapons.
 - 2. The identity of the arresting officer, the name of the investigating officer(s), the length of the investigation, and the agency involved.
 - 3. The nature, substance, or text of the charge; including a brief description of the offense charged.
 - 4. If the victim is a place of business, the name of the establishment may be released.
 - 5. Announcement of the scheduling or result of any stage in the judicial process.
 - 6. The identity of the individual arrested unless this information jeopardizes the investigation or prosecution of the case as determined by the Prosecuting Attorney.

7. A request for assistance to the public in obtaining evidence.
- E. Nothing in this rule precludes an officer from replying to charges of misconduct that are publicly made against him, nor precludes any officer from participating in any legislative, administrative or investigative hearing or supersedes any more restrictive rule governing the release of information concerning juvenile or other offenders.
- F. If any member or employee of the Department is contacted by a member of the news media in reference to matters of Department business either external or internal or in matters of policy or discipline; the media members will immediately be referred, without comment, to the Chief of Police. All responses will be issued from the Office of the Chief of Police.
- G. In all cases of major significance, particularly in cases where on-the-scene media reporting is likely to occur, a Command Staff Officer will report to the scene. Until the arrival of the Staff Officer, no member of the Department will submit to an interview.
- H. Anytime information contained in this section is released to the media, the Chief of Police shall be notified as soon as possible.
- I. It is important that the media and public be apprised of situations on a timely basis. Officers of this Department shall make every effort to release information on a regular basis while protecting the integrity of the investigation.

Section 5: Press Credentials

- A. Specific press credentials are not required in releasing information to the media; however, officers of this department shall make every effort to determine whom information is released to as well as determine which media entity they represent.
 1. In criminal investigations the release of information should be carefully documented so that a determination can be made of which facts were not released for comparative purposes in the investigation. When possible, a written press release should be provided to facilitate this documentation.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of :

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Sec. 1:A:1:a “The Media Log...on the fax machine. “

Sec. 1:G:1 “In the event...into the policy.”

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 655	
Original Issue Date June 30, 2020			
Title Mobile Data Terminal Operation		Classification II	No. of Pages 7

I. POLICY

It shall be the policy of the Rolla Police Department that all personnel shall adhere to the provisions herein regarding the Mobile Data Terminal. In general this procedure is limited to the Mobile Data Terminals. The computers, hardware, software and other equipment referred to under these guidelines relate only to the Mobile Data Terminals unless otherwise specified.

II. PURPOSE

The purpose of the Mobile Data Terminals (MDT) shall be to improve the Rolla Police Department's responsiveness by utilizing data communications in Patrol field units. The mobile Data Terminals are designed to allow access to various federal, state and local data bases. The system also provides a secure method of communication between Patrol field units. Computerized networks include but are not limited to the Missouri Uniform Law Enforcement System (MULES) and Records Management System (RMS).

This is for internal purposes only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Assigned Employee: A Rolla Police Department employee who has been assigned a Department computer device
- B. Computer Maintenance and Installation: Additions, modifications or deletions of any software or hardware on a mobile data device
- C. Computer: Any laptop or computer included as part of the Mobile Data System
- D. Electronic mail (E-mail): Electronic messages sent from one person via use of MDT to another person
- E. Logon: Access to applications, files, peripherals and department computers through the use of assigned user names and passwords for security purposes
- F. Logoff: When access is no longer needed, it closes the link. A new logon is required to regain access
- G. Network: A system of interconnected computers, which allows the sharing of files, software, printers or peripheral equipment
- H. Software: The instruction set used to make the hardware (central processing chips, monitors, drives, etc.) Perform tasks
- I. Software Licensing: Software that is legally licensed and installed so that it is in compliance with the associated license

- J. System Administrator: The individual(s) responsible for operating and maintaining the MDT computer network
- K. Unauthorized Software: Any software that has not been approved.

Section 2: Responsibilities

- A. It shall be the responsibility of all members of the Rolla Police Department who are assigned the use of a MDT. It shall be the responsibility of all supervisors to ensure that all members within their span of control have knowledge of this policy and the requirements that are applicable to them.

Section 3: Procedures

A. Purchases:

1. The request for new software or hardware must be submitted in writing by the requesting person through their assigned MDT Administrator. The written request must contain the following information:
 - a. A needs analysis;
 - b. A statement of how the software/equipment will benefit the Department; and
 - c. The training requirements if the request is approved.
2. The MDT Administrator will have thirty days to respond in writing to the requesting officer as to whether the request is approved or denied.
3. If the request is approved, a copy of the approval shall be forwarded and processed in accordance with the Departments current policy regarding purchases.

B. Installation/De-installation

1. To request the installation or de-installation of any software or hardware, the requesting officer must furnish their assigned MDT Administrator a written description of the items to be installed or removed. The assigned MDT Administrator will review the request to establish;
 - a. Compatibility with existing hardware;
 - b. Compatibility with the existing software;
 - c. Compliance with software licensing agreements
2. If the request is approved, the installation or removal will be scheduled by the assigned MDT Administrator.
3. No software or hardware will be installed, upgraded or removed from any component of the MDT without the approval of the MDT Administrator.
4. No personal computer or any other equipment may be connected to the MDT network, in any manner, without the approval of the MDT Administrator.

5. Only personnel authorized by the MDT Administrator shall install approved software and equipment.

C. Software

1. No person shall load software for personal use on any computer within the mobile data system.
2. No person will use Department hardware or software for personal use or personal gain.
3. No software will be loaded or installed on the computer without department approval.

D. Restriction

1. The driver of any vehicle shall NOT operate a computer while the vehicle is in motion. Officers will stop their vehicles and park in a safe manner when extended MDT usage is expected.
2. The use of any Department information or equipment for personal use is strictly prohibited.
3. Computer access is made available for work related activities. Unauthorized software found on mobile data devices will be removed during maintenance work or upgrades.
4. No employee will attempt to gain access to any area that they are not authorized to access. This includes, but is not limited to; other employee mailboxes, files, hard drives, etc.

E. Security/Storage

1. It shall be the assigned employee's responsibility to physically safeguard the mobile data computer using every precaution available (i.e. locking their vehicle when left unattended.)
2. Each assigned employee will use the mobile data computer to obtain information from various law enforcement databases. ALL INFORMATION IS CONSIDERED TO BE CONFIDENTIAL AND WILL NOT BE DISSEMINATED TO THE GENERAL PUBLIC.
3. The System Administrator will be responsible for securing the mobile data server and associated base equipment.
4. All off-site equipment, not monitored on a 24-hour basis, will be protected by a metal door, secure key control to the room.
5. Any use of a department mobile data computer by anyone other than authorized department employees requires authorization from the employee's supervisor.
6. It shall be the assigned employee's responsibility to ensure the security of the mobile data computer against unauthorized use. Employees will not give their passwords to any other persons nor will they leave their password in a discernable written form in or near their computer (although they may be required to disclose this information to someone in their chain of command or support personnel for Department business purposes). If the assigned employee leaves the computer unattended, they are required to logoff of the NCIC system.
7. Employees shall secure the screen display so that it cannot be viewed by unauthorized persons. MULES regulations require that their data be restricted from unauthorized access. Laptop computers should be closed when not in active use.

8. The MDT Administrator shall be notified as soon as possible if equipment within the mobile data system is damaged, stolen, or it is believed unauthorized access was attempted or gained.

F. Maintenance

1. The MDT Administrator is responsible for all maintenance, support and repairs of the equipment related to the MDT's. The MDT Administrator and your supervisor will receive all requests via e-mail or written request for maintenance and support within the mobile data system.
2. In an effort to assist the MDT Administrator in resolving computer problems, the person reporting should make every effort to document the nature of the problem. The following information should be documented:
 - a. Date and time of occurrence
 - b. Detailed description of the problem
 - c. Vehicle experiencing the problem
 - d. Can the problem be re-created?
 - e. Reporting person
3. On a case by case basis, some maintenance will be detailed out to other qualified Department employees to perform.
4. The MDT administrator will be responsible for packing and shipping of faulty equipment to be returned to vendors.

G. Inspections/User Account Maintenance

1. The MDT computers are subject to line or staff inspections at any time.
2. Via another user account and password, a valid mobile data user can access the Missouri Uniform Law Enforcement System (MULES).
3. Employees leaving employment with the Rolla Police Department will have their mobile data access accounts deleted. It is the employee's direct supervisor's responsibility to notify the MDT Administrator for account deletion.
4. New employees needing mobile data access accounts should notify their supervisor of this need. The supervisor in turn shall make a written request for the account to the MDT Administrator.

H. Training

1. Successful completion of MDT training can be conducted by any supervisor.
2. It is the responsibility of the assigned employee to maintain MULES certification.

3. The State of Missouri requires that a mobile data user be certified to use the system. The user must successfully attend and complete a MULES certification course given by the Missouri State Highway Patrol.

I. Log File Access

1. MDT Administrators can access and search the log files created by the mobile data system.
2. Users of the system can see their own log files, but not those of other users. Users can make the request to the system Administrator to review their own information.
3. Log file requests for information other than the requesting employee's must be made in writing and approved by staff.
4. Staff can request log file access directly from an MDT Administrator for the purpose of performing an internal investigation any time at the discretion of the Chief.
5. Requests for Mobile Data log file information from outside the department will require a subpoena.

J. Electronic Mail Procedures:

The following guidelines apply only to the Mobile Data System.

1. Messages sent on the email system should be for departmental business.
2. An employee shall not attempt to gain access to another employee's mailbox. However, a supervisor in the employee's chain of command shall have the right to access an employee's mailbox for business purposes or inspection.
3. Employees shall make their mail available to a supervisor in their chain of command upon request.
4. Employees are required to check their email each day they report to work upon accessing their MDT.
5. Email that is sent through the MDT system may be retrieved by authorized personnel at a later time, even though it may have been deleted from the assigned employee's account. Email is NOT a protected form of communication and could be subject to a discovery motion in a criminal case, civil case or internal investigation. It also may be released to the public upon their request under provisions of the Sunshine Law.
6. Every electronic transmission should be considered in the public domain. Messages should be professional and courteous.

Section 4: Operations Guide

- A. Transmission of data via mobile computers is limited to data described as "official" in nature. Official is defined as any act that is pertinent to a lawful police function. Access to computer data is limited to queries which are official in nature. The content of transmissions on the computer shall comply with the same requirements as radio transmission.

1. Message restriction

Instructions regarding procedural operations of computers such as how to log on, how to run inquiries or operating commands must not be broadcast by voice radio. This does not prohibit giving voice instructions on appropriateness of using the computer to communicate with dispatch or supervisors in particular situations. Obscene, derogatory, racial, demeaning or sexual remarks shall not be transmitted or tolerated.

2. Inspections

Computer messages are recorded and may be retained as official records of the Department. Inappropriate use of the computers is prohibited. The Commanders of Field Operations and/or Internal Affairs will periodically audit computer messages to ensure compliance with policy.

3. Use and safety

An officer's first priority is the safe operation of the police vehicle. For this reason, officers are required to stop at a secure parking location when extended MDT usage is expected. Computers must be left on during the officer's entire tour of duty.

4. Dispatching call by computer

Except as noted below, all calls for service will be dispatched by voice and computer.

- a. The dispatcher will notify by voice radio the unit(s) being dispatched and the nature of the call for service. The call will be entered into the computer with all appropriate comment or notes.
- b. The unit(s) will acknowledge receipt of the call by radio response.
- c. The unit(s), upon arrival at the scene, will notify dispatch by radio transmission. The dispatcher will acknowledge the unit(s) arrival by radio response.
- d. The primary unit will clear the call when completed by radio transmission, and will use the computer to enter the proper disposition code. The backup unit will also return to service via radio transmission and using the computer.

5. Dispatch of non-priority calls

- a. Dispatch of non-priority calls will be by computer. The primary unit will use the computer to give final disposition to the call, using the proper disposition code, and by voice over the radio.

6. Dispatching exceptional calls for service by computer

Exceptions occur when communications must dispatch a call for service in which broadcasting the information might be hazardous, may lessen the likelihood of apprehending the suspect(s), or might release information to the public in an untimely manner. The computer should be used in these situations and all units made aware. The ten code "10-83" will be used by both dispatch and officer to indicate that a message or call has been sent via the computer.

7. Traffic/Pedestrian stops

For safety reasons, when an officer initiates a traffic or pedestrian stop, he/she will notify the dispatcher by voice of the stop. The dispatcher will enter the stop into the CAD system.

8. Warrant confirmations from computer hits

Computers allow the individual patrol officers to make computer inquiries for wanted persons or objects. When an outstanding warrant is indicated, the following procedure shall be used:

- a. The officer will notify the dispatcher of the warrant at which time the dispatcher will confirm the warrant.
- b. An arrest will be made only after the warrant is confirmed.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 656	
Original Issue Date November 25, 1994			
Title Polygraph Examinations		Classification III	No. of Pages 5

I. PURPOSE

The purpose of this order is to establish policies, responsibilities, and procedures for the use of the polygraph by the Rolla Police Department.

II. POLICY

The Rolla Police Department shall hereby establish the following policy for the appropriate use of the polygraph. When appropriate, polygraph examinations may be used to aid in criminal investigations, the employee selection process, and internal investigations. This policy is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Polygraph: An instrument designed to record certain physiological responses occurring in an examinee as that person responds to specific questions.
(Rev. 6/20)
- B. Polygraph Examinee: A person who is being given a polygraph examination.
- C. Polygraphist: A member who has successfully completed training at an approved professional polygraph school and who regularly administers polygraph examinations.

Section 2: Qualifications and Use

- A. All polygraph examinations will be administered by qualified and properly trained police examiners.
- B. Polygraph examinations may be used to verify truthfulness or detect deception as a supplement to criminal investigations being conducted by the Rolla Police Department or from another law enforcement agency upon request.
- C. Polygraph examinations may be used to verify truthfulness or detect deception as a supplement to the selection process for the Rolla Police Department or an Internal Investigation involving a police department employee, upon the expressed written approval from the Chief of Police.

Section 3: Criminal Investigation Exams

- A. During a criminal investigation a victim, witness, or suspect may be asked to submit to a polygraph examination. The examination should be administered as a supplement to, not a substitute for, a thorough investigation. An examination is normally more beneficial after many case facts have been learned.
- B. No coercion, threats or promises will be made to get a person to submit to a polygraph examination.

- C. The applicable permission forms must be signed in the presence of the examiner, immediately before the examination:
 - 1. An adult polygraph examinee, one who is 17 years of age or older, or an examinee who has been certified as an adult by a court, must sign the permission form.
 - 2. A parent, guardian, circuit judge, or juvenile officer must sign the appropriate waiver and release form for a juvenile to be examined.

Section 4: Internal Investigation

- A. An employee who is the subject of an internal investigation may be ordered only by the Chief of Police, to submit to a polygraph examination (see Special Order 652).
- B. The employee will be afforded all applicable constitutional rights. However, if in an administrative setting the employee is reminded that the taking of the polygraph examination if ordered, is mandatory (see Special Order 652).
- C. In some instances the Chief of Police may direct that the polygraph examination be conducted by a private examiner or another law enforcement Polygraphist.

Section 5: Selection Process Examinations

- A. All employment and VIPS applicants will undertake a polygraph examination before commencement of their employment.

(Rev. 6/20)
- B. Each applicant undertaking the polygraph examination will be provided a list of topic areas from which polygraph questions will be drawn.

(Rev. 6/20)
- C. Applicant testing will be carefully coordinated so that each candidate is given a similar examination.
- D. Polygraph examinations will be used as an aid to and in conjunction with the background phase of the hiring process. Regardless of the results of the examination, the test will not be used as the sole determinant of employment.

Section 6: Examination of Officers from other Agencies

- A. An officer of another agency who is suspected of a criminal act may be given a polygraph examination relating to the alleged act, if approved by the Chief of Police.
- B. A detailed written request from the Chief Executive Officer of the organization must be supplied to the office of the Chief of Police before permission may be granted.
- C. Upon receipt of such request, the Chief of Police will make a determination as to the request and respond back to the CEO of the organization in writing as to the decision of the Chief of Police.

Section 7: Location of Examinations

- A. All polygraph examinations will be given at the Rolla Police Department located at 1007 N. Elm Street.
- B. An exception to this location may be made if approved by the Chief of Police and the Polygraphist.

Section 8: Guidelines when Preparing for an Examination

- A. The investigator(s)/or officer(s) and the Polygraphist will coordinate their efforts in scheduling and conducting the examination.
 - B. The investigator(s)/officer(s) shall:
 - 1. Provide the Polygraphist with the case facts and all reports related to the incident at least 48 hours before the examination.
 - 2. Inform the person of the date, time and location of the examination.
 - 3. Do not refer to the Polygraphist as an officer, but instead as Polygraphist.
 - 4. Confirm the appointment with the person the day before the examination is to be conducted.
 - 5. Encourage the examinee to obtain adequate food and rest prior to the examination. The examinee should continue taking any prescribed medication but should be discouraged from using alcohol or any illegal drugs during the 24 hours prior to the examination.
 - 6. Have at least one investigator who is familiar with the case present to observe the examination, if possible.
- (Rev. 4/12)
- 7. Avoid giving the person a detailed explanation about the polygraph examination. This explanation will be given by the Polygraphist.
 - C. The Polygraphist will:
 - 1. Observe the mental and physical condition of the examinee and determine the suitability of the examinee. The determination of the Polygraphist as to the suitability of the examinee will be final.
 - 2. Be the sole, complete and final authority to decide at any time whether or not any particular examination should be started; or, if once started, whether to continue; or, if any particular person is adaptable to be examined.
 - 3. Conduct each examination in accordance with the highest standards of professional polygraph training and the Rolla Police Department.
 - 4. Explain applicable procedures and provide information to the examinee about the polygraph examination.
 - 5. Evaluate the results of each examination and inform the investigator who requested the exam of his determination. A follow up written report will be provided by the Polygraphist.

6. Properly maintain a file containing all reports related to each examination given for at least ten years. This will include case facts, original copies of all permission forms, polygraph charts, and other applicable forms pertaining to each individual case.

Section 9: Factors which may Prohibit an Examination

- A. Individuals under formal charges will be polygraphed only with the official approval of the Prosecuting Attorney holding jurisdiction.
- B. No person will be examined on the same case after a polygraph examination has been administered by another approved law enforcement Polygraphist.
- C. A polygraph examination will not be conducted on any subject the Polygraphist feels is physically or mentally unfit or on any subject whose health may be effected by the examination.
- D. Voluntary Examination - an examination will only be given to a person who has voluntarily agreed to submit to the examination notwithstanding an administrative setting as prescribed in SO 652.
- E. Officers investigating company or business thefts should be cautious when scheduling polygraph examinations for an employee of the business and be certain that the polygraph examination is a direct result of a law enforcement need, not a business need. A polygraph examination will not be given when the person has:
 1. Fear of losing one's job for not taking the test, and/or,
 2. Fear of not receiving wages until the test is taken.
- F. As per 566.224 RSMo, no employee of RPD shall require, or request of, a victim of a sexual assault (defined under section 566.040 RSMo) or forcible rape (defined under section 566.030 RSMo) to submit to any polygraph test or psychological stress evaluator exam as a condition for proceeding with a criminal investigation of such crime.

(Add. 5/08)

Section 10: Reports and Administration

- A. The Rolla Police Department Polygraphist will be required to submit a yearly written report to the Chief's office by January 31st of each year. This report shall contain:
 1. Total number of monthly polygraph requests made.
 2. Total number of monthly polygraph examinations given.
 3. Dates and times of all polygraph examinations given.
 4. Pedigree information on all examinees of the polygraph which shall indicate the results as to their truthfulness.

(Rev. 5/08)

Section 11: Summary

- A. The investigator/officer should keep in mind from the very beginning that he may find it necessary to request the aid of the polygraph.

- B. A polygraph examination should be considered as a supplement to a thorough and complete investigation. The most minute and seemingly unimportant details are sometimes the ones that actually break the case. The more thorough and complete the investigation, the better the chance of a conclusive opinion from the Polygraphist.
- C. Never withhold any pertinent information on either the crime or the person from the Polygraphist.
- D. The effectiveness of the polygraph examination is dependent upon the investigator/officer and the Polygraphist working together.
- E. Never use the polygraph examination as a bluff. Do not ask your person to submit merely to bluff them and then when they agree you say forget it. This does not mean they are innocent at all. The Polygraphist is not helped but actually hindered by an investigator who scares a person into taking a polygraph examination.

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the discretion of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 5:B "Additional civilian...with computer/CAD access."

<div>Effective Date</div> <div>May 25, 2022</div>	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	<div>Special Order #</div> <div>657</div>	
<div>Original Issue Date</div> <div>May 25, 2022</div>			
<div>Title</div> <div>Employee Early Warning System</div>		<div>Classification</div> <div>II</div>	<div>No. of Pages</div> <div>4</div>

I. PURPOSE

The Rolla Police Department is committed to providing its employees with as much of a safe and stress-free work environment as possible given the nature of the profession. When controllable or preventable factors adversely affect an employee's performance, the department will endeavor to identify and remedy the sources as quickly as possible as an intervention issue, before those factors manifest themselves into a disciplinary issue.

Oftentimes, certain signs that are detectable in an employees' performance, indicate a need for remedial training, additional supervision, or other similar non-disciplinary interventions. Failure to provide employees with such assistance can produce unwanted and often unnecessary results.

By identifying criteria that tend to indicate potential problem areas in their early stages, it is often possible to save an employee's career. Informal supervision, rather than formal discipline, is used to correct rather than punish. When supervisors take a more active and concerned role, their relationship with their employees' is enhanced and so is the department's overall performance.

II. POLICY

It will be the policy of the Rolla Police Department to assist all employees in overcoming impediments to help them achieve their personal and professional best, and to help them identify and resolve the causes of behavior that result in citizen complaints or those which are potential sources of liability to the agency.

The Rolla Police Department will empower its supervisors to work with employees as mentors, coaches, or referral agents to bring about mutually beneficial changes that will enable employees to perform to their full potential, and to avoid the use of the department's formal disciplinary system when positive results can be achieved without stigmatizing the employee or unreasonably impeding his/her professional development.

Section 1: Collection of Data and Information

A. Data

1. **Collection:** The Commander of Internal affairs will serve as the Early Warning System Coordinator and will be responsible for collecting and compiling information on events deemed appropriate to serve as a basis for the department's Early Warning System.
2. **Sources of Data and Information:** Criteria that will be monitored will include the following:
 - a. Number of external complaints
 - b. Number of internal complaints
 - c. Number of Use of Force/Response to Resistance incidents
 - d. Number of preventable on-duty vehicle accidents
 - e. Number of preventable on-duty employee injuries

- B. Each incident will be tracked and entered within the proper category with each incident counting separately. The Early Warning System will help identify employees who have developed a pattern of behavior which indicates that an early intervention may be necessary.

Section 2: Criteria for Early Intervention

- A. The established threshold for an administrative review or early intervention of any complaint or incident is as follows:
 - 1. Two (2) separate external or internal complaints in any quarter.
 - 2. Three (3) separate external or internal complaints in one year.
 - 3. Three (3) separate Use of Force/Response to Resistance incidents in any quarter.
 - 4. Six (6) separate Use of Force/Response to Resistance incidents in any year.
 - 5. Two (2) separate on-duty related injuries in any year.
- B. All on-duty motor vehicle accidents by line level officers will automatically cause the internal affairs investigation process to be initiated by their supervisor regardless of the number of past motor vehicle accidents the employee may have had.
- C. All on-duty motor vehicle accidents by first-line supervisors will automatically cause the internal affairs investigation process to be initiated by a command staff officer regardless of the number of past motor vehicle accidents the employee may have had.

Section 3: Documentation and Review Process

- A. The Commander of Investigative Services will periodically review the data collected for personnel involved in the above listed criteria and incidents. Upon his review of the data collected, the Commander of Investigative Services will send written notification to the respective supervisor of any employee who has or is about to exceed the collective total of incidents within the specified criteria or time period.
- B. Upon receipt of notification from the Commander of Investigative Services, the person's immediate supervisor will review the notice and all documentation relating to the specific issue(s) and the employee's total performance.
- C. After the review, the employee's immediate supervisor will either:
 - 1. Respond with an explanation as to why the performance and/or behavior does not require corrective action (i.e. all three pursuits were within department policy and there were no concerns noted upon administrative review of each pursuit), or:
 - 2. Schedule a date and time to meet with the Division Commander and the employee to discuss the situation further.
- D. If the immediate supervisor schedules a meeting date and time, then all three (the employee, the immediate supervisor, and the Division Commander) will meet to discuss the report and other relevant information. The employee will be informed of the purpose of the meeting and that the meeting is proactive and non-disciplinary in nature. The results of the meeting will be used to determine if corrective action is needed. This action may include, but is not limited to:

1. Informal counseling and monitoring by the immediate supervisor
 2. Remedial or Additional Training
- E. If, after the meeting, the Division Commander reviews and concurs with the immediate supervisor's determination that no further action is necessary, the Division Commander will document and forward the notice and findings to the Chief of Police.
 - F. If, after the discussion and meeting with the employee, that formal corrective action is required, the Division Commander will document the corrective action requested and forward it to the Chief of Police. The Chief of Police will review the recommendation with the Division Commander and finalize the corrective action.

Section 4: Documentation of Positive Feedback

- A. While the purpose of the Employee Early Warning System is designed to identify potential behavioral issues before they become a problem for the employee, the Early Warning System is also useful in documenting and tracking positive feedback for department employees.
- B. If an immediate supervisor receives a compliment or other documented positive feedback on one of their employees, they should submit the documentation to the Commander of Investigative Services so that the information can be entered into the Early Warning System for that individual employee. The documentation of positive feedback is useful in conducting more accurate annual and semi-annual employee evaluations.

Section 5: Evaluation of the Early Warning System

- A. The Early Warning System will be reviewed and evaluated annually by the Commander of Investigative Services.
- B. A report will be prepared detailing the number of instances where department intervention regarding problem employees was required, and an evaluation made as to the effectiveness of the early warning system. Should revisions to the process be required to make it more effective, all suggested revisions will be documented and forwarded to the Chief of Police for staff discussion.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date February 1, 2024	<div style="text-align: center;"> Rolla Police Department <u>Special Order</u> </div>	Special Order # 604	
Original Issue Date February 1, 2024			
Title Animal Control Division		Classification II	No. of Pages 5

I. PURPOSE

The purpose of this policy is to establish guidelines for the day-to-day operations of the Rolla Police Department's Animal Control Division.

II. POLICY

It is the policy of this Department to protect the citizens of Rolla from dangerous or nuisance animals by maintaining an animal control unit, which shall be responsible for the enforcement of city ordinances, state law, and federal law governing animals, reptiles, and fowl.

Section 1: Definitions

- A. Animal bite - Animal Bite is the skin being penetrated by the animal's teeth and saliva has contact with the break or abrasion of the skin.
- B. Chemical Capture - The act of sedating an animal for capture or control using a sedation drug through a syringe, stick pole or dart gun.
- C. Vicious Animal - an animal that:
 - 1. When provoked, in an aggressive manner inflicts severe injury on or kills a human being or domestic animal.
 - 2. Was previously determined to be and is currently listed as a dangerous animal, which, after its owner or custodian has been notified of this determination, continues the dangerous behavior.
- E. Dangerous Animal - an animal that:
 - 1. Attacks or bites a human being or domestic animal without provocation, or
 - 2. Any animal for which compelling evidence is presented to show the animal manifests the disposition to bite, attack or injure a human being or other domestic animal while off the owner's premises and without provocation.
- F. High Risk Animals - Animals, which have a high risk for rabies transmission including skunks, bats, foxes, coyotes, and raccoons.
- G. Low Risk Animals - Animals that rarely get rabies including rodents, moles, shrews, opossums, rabbits, and armadillos.
- H. Other Animals - Animals not listed as high risk or low risk and not a domestic cat, dog, or domestic ferret.

Section 2: Responsibilities

- A. Animal control officers shall be responsible for immediately responding to emergencies concerning animals, reptiles, and fowl within the city limits.
- B. Animal control officers shall, when possible, apprehend in a safe, humane manner any animal, reptile, or fowl that has become a nuisance or is a threat or danger to any citizen of the city.

Section 3: Animal Control Shelter

- A. The City of Rolla Animal Shelter shall be the facility used by this Department for impounding animals.
- B. Such documentation as required by the shelter shall be completed by animal control officers or patrol officers taking animals to the shelter.

Section 4: Animal Bites

- A. An overview of the required steps following an animal bite can be found in the Animal Bite reporting procedures.
- B. Domestic Animal Bites
 - 1. When a domestic dog or cat has bitten a human and the animal has been identified, the animal control officer shall ensure the animal is placed in quarantine for a ten-day observation period beginning on the day of the bite or have the animal humanely euthanized and the head submitted for rabies testing.
Special circumstances: Bites upon the head, face, neck or upper extremities; deep lacerations; multiple bite wounds inflicted by unvaccinated dogs, cats or other animals. (See section B.5)
 - 2. A veterinarian, owner, or public animal control shelter shall confine the offending animal for a period of ten (10) days.
 - 3. An owner may relinquish custody of his or her animal to an animal control officer by signing an Animal Custody and Ownership Surrender Form (A-SF). Once the form has been signed, the animal control officer shall remand the animal to a veterinarian for euthanasia and rabies testing.
 - 4. If animal ownership and vaccination status cannot be established, the animal control officer shall assume control of the animal and remand it to a veterinarian for euthanasia and rabies testing, however, in accordance with state law, the victim of a bite will be responsible for the fees associated with quarantine, euthanasia and testing.
 - 5. In Special circumstances", as defined in Section B.1. Animal Control Director may advise the immediate euthanasia of the dog or cat and expeditious shipment of the head to the Public Health Laboratory for diagnosis of rabies.
 - 6. A detailed written report of the biting incident shall be made by the police officer or animal control officer assigned the call. If a veterinarian is quarantining the animal the report will indicate the name and address of the veterinarian as well as the beginning date of quarantine.
 - 7. The animal control officer or patrol officer shall remand a copy of the bite report to the Animal Control Supervisor within one day of the incident.
 - 8. The animal control officer shall maintain copies of bite reports and shall make a follow up on the tenth day following the incident to determine the health of the animal.
 - a. The health of the animal shall be determined by contacting the veterinarian where the animal is quarantined.
 - b. The person bitten and the owner of the animal shall be contacted and informed of the findings.
 - c. The follow up finding shall be documented on the bite report.
 - 9. The animal shall be released to the owner after quarantine only:
 - a. If the owner has a current rabies vaccination certificate for the animal; or
 - b. A licensed veterinarian at the owner's expense vaccinates the animal against rabies.
 - c. Exception: see Section IV. If charges are deemed appropriate for the charge of Dangerous or Vicious animal, the animal will remain in custody of Animal Control and the courts will determine the outcome for the animal.
 - 10. Only the Animal Control Supervisor or Chief of Police shall grant any exceptions to this Directive.
- C. Non-Domestic Animal Bites

1. Live wild animals are not placed in a quarantine facility because the incubation time for rabies in wild animals is longer than for humans. A human bitten by a rabid wild animal could get rabies and die before the disease manifested itself in the wild animal.
 2. All animals involved in biting incidents shall be captured and transported to a city contracted veterinary clinic. The animal should be captured alive if it can be safely done.
 - a. If the biting animal is a high risk animal, it shall be humanely destroyed by the animal control officer or patrol officer and submitted for rabies testing.
 - b. If the biting animal is a low risk animal, rabies test will be required.
 - c. Other animals that are not domestic dogs, cats, domestic ferrets, high risk, or low risk such as wolf-dog hybrids, horses, cattle, pigs, tigers, bears, and chimpanzees may be quarantined and suitably confined for 30 days rather than being killed or tested.
 3. If it is necessary that an animal be destroyed in order to be handled safely, it shall be accomplished in as humane a manner as possible without chance of damage to the head of the animal. If the animal cannot be destroyed without damage to the head, the destruction is of no benefit as far as rabies diagnosis. However, if the animal is an obvious danger to the public it should be destroyed, even though damage to the head may occur.
 4. Wild animals that are destroyed shall immediately be transported to a city contracted veterinary clinic to be placed in a cooler. The city contracted veterinary clinic will ship the head of the animal to an Missouri Department of Health certified laboratory for rabies diagnosis.
- D. The animal control officer, as the local rabies control authority, has the final word on what happens to an animal that has bitten a person.

Section 5: Dangerous or Vicious Dogs

An animal control officer shall review all dog bite reports to determine if an investigation should be initiated to determine if the animal should be classified as a dangerous dog.

Section 6: Handling Sick or Injured Animals

- A. During regular business hours, an Animal Control Officer will assess sick and injured animals to be treated and observed for 24 hours. A re-assessment will be made after 24 hours to determine if treatment will be beneficial to the animal or if euthanasia is necessary. If the sick or injured animal shows signs of ownership and is in need of serious, medical treatment the animal will be transported to city contracted veterinary clinic prior to placement in the City of Rolla animal shelter.
- B. After regular business hours, sick and injured animals shall be transported to the City of Rolla animal shelter, when the condition of the animal permits this course of action. If the animal shows signs of ownership, every attempt will be made to locate and contact the owner of the animal and note of those steps shall be made in a report.
- C. If, after evaluating the animal, the animal control officer or the patrol officer determines that the animal cannot be transported, the animal shall be humanely destroyed.
- D. When an animal is transported to the shelter, the animal control officer shall evaluate the animal. If the animal shows signs of contagious disease, it should be isolated from other animals. The animal should be transported to a city contracted veterinary clinic on the next business day.
- E. The animal control officer following any of the above actions indicating the signs and indications that were noted that led to the action taken shall complete a report.

Section 7: Animal Complaints after Normal Working Hours

- A. Animal control officers shall not respond to animal calls after their scheduled work hours except under the following emergency conditions:
 - 1. Livestock on roadway or incidents which constitute an immediate safety hazard to others;
 - 2. Animal bite cases; where bite is severe and immediate custody of the animal is required. In the case of minor bite(s), police officers will take the report and that information will be sent to Animal Control. Animal Control will respond the following day.
 - 3. Loose dangerous or vicious animal. The police department Shift supervisor shall make the determination of when an Animal Control officer is called out.
- B. Citizens reporting an animal in custody or at large after the scheduled work hours should be advised the animal control officer will pick up the animal the next work day after 8:00 a.m. and the information left for an animal control officer to respond. If the citizen insists on a personal contact from the Department, a patrol officer shall be dispatched to the scene.

Section 8: Traps

- A. Traps are used in recurring problem areas to capture nuisance animals.
- B. Live traps, which do not normally cause injury to animals, are loaned to city residents, on a first-come, first-serve basis during normal animal control work hours.
- C. Special circumstances involving the need to capture wild animals such as those that have killed livestock or domestic animals would warrant the deployment of a large trap and the Missouri Conservation shall be notified.
- D. The animal control officers shall maintain a record of trap locations and date set.
- E. Animal Control will not set or retrieve traps from a private residents' crawlspace or attic or any other location that the Animal Control employee could become injured or could cause property damage.
- F. Personal traps will not be picked up but can be brought to the Animal Shelter.

Section 9: Weapons and Firearms

- A. Animal Control Officers, who have successfully completed a training course, will be allowed to use an authorized weapon, a .22 caliber rifle, for the destruction of animals when necessary. These weapons will be issued by the Department and shall be secured in the Animal Control building at all times in a safe unloaded when not in use.
- B. Trapped animals that need to be euthanized will be done by the Animal Control Officer in a set location near the animal shelter with accordance to the training they have been provided.
- C. The rifle needs to be cleaned at least twice a year depending on the amount of times it gets used. The silencer on the rifle needs to be cleaned every 100 shots.

Section 10: Emergency Destruction of Sick or Vicious Animals

- A. Destruction of an animal is permitted in those instances where:
 - 1. The animal is at large and cannot be safely contained; and
 - 2. The animal is considered vicious; and
 - 3. The animal is an immediate threat to a person.Animal Control will request Police support and turn any use of deadly force over to the Police. The Police will follow the Police Departments use of force policy. NOTE: If the possibility of rabies is suspected, a shot to the head of the animal should be avoided, since the head will be needed for testing.

Section 11: Animal Control Units

- A. Specialized Animal Control units are provided by the Department to allow for the safe transportation of animals in accordance with Directive.
- B. The Animal Control units shall be operated in accordance with the provisions set forth by the City of Rolla Personnel Rules and Regulations and the Rolla Police Department Policy and Procedures.
- C. The use of the Animal Control unit is authorized when transportation of an animal is necessary under the provisions of this Directive and the animal control unit will be able to safely transport the animal.
- D. Personnel who operate the Animal Control units are required to possess a valid operator's license for motor vehicles through a state licensing agency to indicate that they have completed the training required to operate vehicles.
- E. Maintenance and care of each animal control unit is the responsibility of the Animal Control officer assigned to that unit.
- F. The following personnel are authorized to operate the animal control units:
 - 1. Animal Control Officers;
 - 2. Animal Control Supervisor; and
 - 3. Police Officers.
 - 4. Police employees (Service Tech/Maintenance)

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.
- B. By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 761	
Original Issue Date June 5, 2002			
Title Racial Profiling		Classification II	No. of Pages 2

I. PURPOSE

The purpose of this special order is to describe the procedures in place to prevent racial profiling by members of the department.

II. POLICY

The Rolla Police Department shall hereby adopt a policy that will describe the prohibitions of racially profiling people for the purpose of initiating traffic stops. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Basis for Contact

- A. Officers making self-initiated traffic enforcement contacts will base the contacts on legally-accepted standards of reasonable suspicion or probable cause. Officers will not engage in illegal racial profiling – a police initiated action that relies solely upon the race, ethnicity, or national origin of an individual under suspicion as a pretext for investigating other violations, rather than the behavior of that individual or intelligence that leads to the specific individual coming under suspicion.

Section 2: Supervision and Compliance

- A. Supervisors and commanders will routinely monitor the self-initiated traffic enforcement contacts of their subordinates and be alert to any indication of officers with a pattern of stopping members of minority groups for vehicle law violations in numbers disproportionate to the minority populations residing or traveling within their jurisdiction area.
- B. If supervisory review indicates a pattern of illegal racial profiling, an investigation will be conducted. An officer determined to have engaged in race-based traffic enforcement contacts will be subject to discipline, which may include appropriate counseling and training.

Section 3: Traffic Stop Data

- A. By law, officers are required to document specific data on every traffic stop they make so that the information can be reported annually to the Missouri Attorney General's office. The computer system provides a form for recording this data, and officers are encouraged to complete these forms prior to the end of their shifts. If not completed at that time, officers shall do their very best to complete the forms within 72 hours of the traffic stops.

(Add. 6/20)

- B. By March 1 of each year, the Rolla Police Department will compile and submit data on self-initiated traffic enforcement contacts for the preceding calendar year to the Attorney General of Missouri. The Attorney General will analyze the data and provide a report of the findings for review to the law enforcement agency.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

None

Effective Date May 2, 2025	Rolla Police Department <u>Special Order</u>	Special Order # 762	
Original Issue Date June 30, 1992			
Title Traffic Law Enforcement		Classification II	No. of Pages 20

I. PURPOSE

The purpose of this Special Order as issued by the Chief of Police is to govern the Rolla Police Department's traffic law enforcement activities performed by the patrol component and the specialized traffic component. These activities are specifically directed toward controlling alleged violations through preventive patrol and active enforcement.

II. POLICY

The Rolla Police Department hereby establishes the following procedures to help ensure compliance with traffic regulations. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Traffic Law Violations

- A. It is important for the officer to consider all facts and circumstances surrounding the violation to determine if the violator will receive a verbal warning, a written warning, a traffic ticket, or be taken into custody and arrested.

(Rev. 2/21)

1. The action taken by an officer will be determined by the facts and circumstances of the violation, not by interaction of the officer and the violator.
 - a. Warnings shall be substituted for arrests or citations when circumstances warrant, especially in the case of an inadvertent violation.

(Rev. 10/00)

2. The Rolla Police Department does not encourage quantitative enforcement activities but recognizes that both qualitative and quantitative emphases are integral to the Department's traffic enforcement program.

- B. In certain specified instances, custodial arrests are warranted in traffic enforcement cases. The only cases in which a violator cannot be released on a summons are the following: (Rev. 10/96)

1. The commission of a serious violation in connection with a pursuit; or
2. Any felony class violations involving a motor vehicle.

- C. When an officer determines that the issuance of a summons to appear in court is warranted and proper, officers shall issue a Uniform Complaint and Summons (U.C.S.) The citation shall list at least the following information:

1. the exact nature of the violation;

2. the full identification of the accused;
3. the full description of the vehicle used; and
4. the next available court appearance date.

D. The officer shall ask the accused to sign the citation and advise the accused that his/her signature does not indicate guilt but rather is a promise to appear to answer the charge in court.

1. If the accused declines to sign the citation, the officer shall note the refusal on the citation and give the violator a copy of the summons to appear.

(Rev. 6/20)

E. Officers shall collect bond on traffic citations in accordance with guidelines provided by the court.

1. A person required to post a bond on a minor traffic violation shall post the required bond at Police Headquarters. (Rev. 2/21)
2. Persons posting cash bonds shall do so in compliance with current Municipal Court rules of eligibility.

F. When issuing a citation for a traffic violation to an individual who resides outside of the state of Missouri and is a resident of one of the Non-Resident Violators Compact Agreement States, and the motorist possesses a valid driver's license of the state in which he claims residency, he/she will be allowed to sign his/her name on the traffic ticket indicating that he/she will comply with the terms of the citation.

G. Persons under the age of 18 years, except those who have been certified to stand trial as an adult, shall not be incarcerated in a jail or other adult detention facility for any reason. (Rev. 2/21)

1. Upon issuing a Missouri Uniformed Traffic Ticket for a traffic violation, the fifteen (15) year old juvenile will be handled as an adult. This means that if circumstances indicate, a bail bond is to be posted, as in an adult case.

(Rev. 6/20)

H. Non-Resident Violator Compact Agreement States

Includes all states with the exception of the following:

1. Michigan
2. Wisconsin
3. California
4. Montana
5. Alaska
6. Oregon

(Rev. 10/06)

I. Pursuant to Article III, Section 19 of the Missouri State Constitution, Senators and State Representatives shall (in all cases except treason, felony, or breach of the peace) be privileged from arrest during the session of General Assembly, and for the fifteen days before commencement and after termination of each session.

- J. Foreign diplomats shall have immunity from arrest; however, foreign diplomats are not immune from receipt of traffic citations from police officers.
 - 1. Foreign diplomats must pay all appropriate fees relating to traffic tickets received.
- K. If an officer has questions on how to process a certain traffic violation issued to a diplomat, contact should be made immediately with the Diplomat Driver Services Section in Washington, D.C.
 - 1. For specific instructions officers can call (202) 895-3500 during normal business hours (8:00 a.m. to 5:00 p.m.) Eastern Standard Time.
 - 2. If a situation occurs during non-office hours, the officer should contact the Diplomat Security Command Center at (202) 663-0812.
- L. Foreign diplomats authorized to operate a motor vehicle in the United States will have in their possession a Diplomat Driver's License issued by the U.S. Department of State.
 - 1. They will also possess vehicle license plates which are issued by the Diplomatic Motor Vehicle Bureau in Washington, D.C.
- M. The following special notations are required to be made on the U.C.S. issued by an officer when ticketing a foreign diplomat:
 - 1. The word "DIPLOMAT" should be written at the top of the U.C.S.
 - 2. The driver's license number should be the eight digit number on the diplomatic license.
 - 3. The driver's license state of issue should indicate "U.S."
 - 4. The vehicle license plate number should be the plate number assigned to the foreign diplomat by the Diplomatic Motor Vehicle Bureau.
 - 5. The vehicle plate state of issue will also be indicated by "U.S."
- N. Persons who are members of the United States Military that are stopped for traffic violations outside the confines of a U.S. military compound, shall be handled in the same manner as any normal traffic violation, except when operating a military vehicle in connection with military duty.
 - 1. Members of the U.S. Military are required to maintain valid civilian driver's licenses in order to operate civilian motor vehicles on public roadways.
 - 2. Most states provide military extension for active duty armed service members which allows their driver's license to remain valid past expiration dates and/or until after formal military discharge.
 - a. The term of this extension after discharge is determined by each individual state. Some states allow renewal by mail for military personnel; and, therefore, do not allow extension of expiration dates even if the driver is on active duty.
 - b. Licenses that are renewed through the mail are normally valid without photo.

3. Members of the armed services who possess suspended or revoked drivers licenses from any state are not allowed to operate a civilian motor vehicle upon a public roadway in the state of Missouri.
4. Members of the U.S. armed services may only operate vehicles on military installations or in connection with military operations if they do not have a valid civilian driver's license.
5. Because of the differences between states on what is accepted as far as military personnel are concerned, each time there is a question concerning an extension or renewal, the officer will be required to have the telecommunicator on duty check for military exceptions in the U.S. Identification Manual that is located in the Communications Center.
6. The State of Missouri does not grant a license exemption for dependents of military members (wife, child, etc.).

(Add. 2/09)

Section 2: State Traffic Charges

- A. Officers of this Department have the discretion as to the venue for which they prefer to file a traffic law violation.
- B. The following procedure should be followed when issuing a ticket to be sent to the prosecutor's office:
 1. The Missouri Uniformed Complaint and Summons (U.C.S.) shall be used.
 2. The officer is then to complete the Uniformed Complaint and Summons in the normal manner until the form blank which identifies the address of the Municipal Court is found. In this block, mark the correct address and phone number of the court.

(Rev. 10/98)

3. If bond is required for the given offense, the officer shall transport, or escort the defendant to the Phelps County Sheriff's Department for bonding.
 - a. The officer shall then leave a copy of the Uniformed Complaint and Summons with the dispatcher at Phelps County Sheriff's Department and route the remaining copies in the normal manner.

Section 3: Driving While Intoxicated Violations

- A. The elements that must be established in a Driving While Intoxicated offense are:
 1. The suspect was either driving, operating, or in physical control of a motor vehicle.
 2. The suspect was under the influence of alcohol or drugs at the time of violation which in the officer's opinion was sufficient enough to impair his/her driving or operational control of the motor vehicle.
- B. The proof of physical control of a motor vehicle can best be defined as follows:
 1. "Driving" is controlling a vehicles speed and direction while it is in motion.

2. "Operating" is manipulating the controls of the motor vehicle that govern its motion. Examples are:
 - a. Steering a towed vehicle;
 - b. Moving the gear shift lever;
 - c. Starting the engine;
 - d. Setting the vehicle in motion; etc.
 3. "Actual physical control" is a much broader term that includes both "driving" and "operating." The courts have held that the person sitting behind the steering wheel is in actual physical control of that motor vehicle.
 4. Things to observe and note in order to establish "driving," "operating," or "actual physical control" should include, but not be limited to:
 - a. Eye witnesses;
 - b. Position of the suspected driver upon arrival;
 - c. The presence of other people who may have been passengers;
 - d. Whether the key is in the ignition and whether or not the switch is in the "on" or "off" position;
 - e. The position of the gear shift lever; and
 - f. Whether the engine or radiator is warm or cold to the touch.
 5. Eye witnesses to the driving or operation of the vehicle should submit a written statement concerning everything they observed.
- C. Probable cause to suspect intoxicants or drugs is generally based on either a witness observing the suspect or the officer observing the subject.
- D. Probable cause to suspect driving traits that indicate that a vehicle is being operated by an intoxicated driver must be noted by the officer and relayed in his/her report later.
- E. When the officer suspects that the driver or operator of the vehicle is under the influence of intoxicants or drugs, based on the driving traits of the person, witness information, and his own observations, he may instruct the person being investigated to perform some field sobriety tests.

(Rev. 6/20)

1. The officer must take great care to ensure that the person being tested can perform these tests without being injured by falling to the ground or into traffic.
2. The officer shall limit the number of tests given "on the street" to that number that will convince the officer on a probable cause issue that the driver of the vehicle is intoxicated. Additional tests may be conducted at the Police Headquarters Booking Room.

3. The three tests that constitute the Standardized Field Sobriety Test battery are:
 - a. Horizontal Gaze Nystagmus;
 - b. Walk and Turn; and
 - c. One Leg Stand.
 4. Officers also have the option of administering the Portable Breathalyzer Test (PBT) to the individual in lieu of administering the Standardized Field Sobriety Tests. (Rev. 2/21)
 4. When properly administered and interpreted, all three tests are highly reliable tools for evaluating a DWI suspect's degree of impairment.
 - a. Each officer of the Rolla Police Department shall receive specific training relating to these standard field sobriety tests prior to utilizing them in the field. This training shall be part of the Breath Analyzer Operator training that they shall receive which authorizes them to operate specific breath testing instruments.
 5. Other tests that are recognized as reliable, but not mandatory, are as follows:
 - a. Speech or Alphabet Test,
 - b. Finger to Nose Test, or
 - c. Pick-up Coins test; etc.
 6. A witness should be used when directing the field sobriety tests if possible.
- F. If the subject fails these tests, he is to be taken into custody and transported to Police Headquarters for further testing and booking. His vehicle should either be parked, turned over to a non-intoxicated, reliable adult, or towed to a police impound lot. The option to tow is left up to the arresting officer. If the vehicle is not towed, the arrestee shall be required to sign a Tow Option Form indicating his/her wishes for the vehicle. (Rev. 2/09)
- G. If the vehicle presents a traffic or safety hazard, and/or the driver has been arrested for other charges than Driving While Intoxicated, the vehicle shall be inventoried and impounded at the arresting officer's discretion.
- H. If drugs are involved or suspected to be involved, the following information must be considered by the arresting officer:
1. The drug should be identified as to type;
 2. It should be determined if the drug is an "over-the-counter" type;
 3. The dosage taken;
 4. The time that the dosage was taken;

5. The reaction of the drug must be substantiated by a doctor or pharmacist;
 6. The officer should attempt to determine if the drug was taken in conjunction with alcohol;
 7. The officer must determine what tests he will direct during this investigation.
- I. In the case of a refusal to cooperate with the field sobriety testing, if the officer feels that probable cause for arrest has been established based on driving traits and observations, he shall still arrest the subject for driving while intoxicated.
- J. The arresting officer shall bring the subject back to the police department and have him/her give a sample of their breath on our breath analyzer.
- (Rev. 10/06)
1. This breath analyzer officer must be licensed by the Missouri Department of Health to run Breath Analyzer Tests.
- (Rev. 10/06)
- K. The arresting officer shall keep the subject under “direct” observation for a period of not less than fifteen (15) minutes. This is done to prevent the subject from ingesting anything into his mouth. If the subject ingests anything into his mouth, or belches anything into his mouth, the fifteen minute period shall start over again.
- (Rev. 5/13)
1. During this fifteen (15) minute observation period the arrestee shall be offered the opportunity to contact an attorney if he/she desires.
- (Rev. 10/04)
- L. The arresting officer shall advise the subject of his rights under the Miranda decision. Whether or not the subject exercises his rights, the arresting officer shall still advise the subject of his rights under the Missouri Implied Consent Law.
1. Prior to advising the subject on the Missouri Implied Consent Law, the arresting officer shall advise the subject that Phelps County is a “No Refusal County” and read the subject the “No Refusal Advisement.”
- (Add. 6/20)
- M. If the subject refuses to take the test until he contacts his attorney, the arresting officer shall allow the subject to telephone his attorney.
1. If the subject is not able to contact his attorney within a period of time not to exceed twenty (20) minutes (§RSMo. 577.041), the officer will advise the subject that his continued refusal to submit will be reported to the Director of Revenue and he shall lose his/her driving privileges within the state of Missouri.
- (Rev. 5/13)
- a. A reasonable amount of time shall be that amount of time that is considered reasonable to a prudent person, and will be determined on the facts and circumstances of each particular case. (Normally this will be 20 minutes.)
- N. If the subject refuses to take the test or tests; i.e. breath, urine, blood, or saliva; the officer shall complete the breath test refusal portion of the Alcohol Influence Report form. (AIR)

1. Officers must keep in mind that they have the choice of offering two chemical type tests to persons arrested for Driving While Intoxicated, and further that the tests chosen are at the discretion of the arresting officer.
2. If the subject refuses either or both tests offered by the arresting officer, the refusal portion of the A.I.R. shall be completed as with any normal refusal.
3. If the subject refuses all tests offered by the arresting officer, the officer shall apply for a warrant to obtain a sample of the subject's blood.

(Add. 6/20)

- O. If the subject submits to a chemical breath test and the results of that test are 0.08% or more alcohol content, the officer shall charge the subject with Driving While Intoxicated or Excessive BAC.

(Rev. 6/20)

- P. If the subject submits to a chemical breath test and the results of that test are something less than 0.08% of alcohol but greater than 0.00%, the officer may still charge the subject with Driving While Intoxicated as long as the arresting officer believes that he/she has enough testimonial facts that would support his/her case.

(Rev. 11/02)

- Q. In the event that the officer has the subject submit to a blood, urine, or saliva test and the results will not be known until the sample has been analyzed by the Missouri State Highway Patrol Crime Lab, the officer will still charge the subject for Driving While Intoxicated and file his arrest report as usual.

- R. An officer who arrests any person for a violation of Section 577.010 RSMo or Municipal Ordinance, and the alcohol concentration in the person's blood or breath was eight hundredths (0.08%) of one percent or more by weight, the officer shall forward to the Department of Revenue a verified report of all information relevant to the enforcement action.

(Rev. 11/02)

1. Information which adequately identifies the arrested person;
2. A statement of the officer's belief that the person violated Section 577.010 or 577.012 RSMo, or Municipal Ordinance;
3. A report of the results of any chemical test conducted; and
4. A copy of the citation and/or complaint filed with the court.

- S. When test results are available to the officer while the arrested person is still in custody and where the results show an alcohol concentration of eight-hundredths of one percent or more by weight of alcohol in his blood, the officer shall serve notice of suspension personally on the arrested person.

(Rev. 11/02)

- T. Bond will be established as per Departmental Policy and any court directive.

- U. If the subject under arrest is under the influence of any alcohol whatsoever, the officer that releases the subject from custody shall make every reasonable effort to prevent that person from operating a motor vehicle upon his release.

V. A complete report of investigation shall be filed by the arresting and assisting officers.

W. The Rolla Police Department shall forward arrest information for all intoxication-related traffic offenses to the Central Repository as required by RSMo. 43.503. (Add. 05/25)

Section 4: Speed Violations

- A. Radar operators are required to demonstrate their competence under varying conditions in supervised field performance tests prior to being certified to operate a radar speed measuring device.
- B. Radar operator training will be conducted by only those members who have been certified as radar operator instructors.
- C. Officers of the Rolla Police Department may operate speed measuring devices, but should not issue speed citations unless they have completed a department-approved Basic Radar Operator course. (Rev. 10/04)
- D. Anytime an officer uses a speed measuring device to check a vehicles speed, he shall ensure that the device is working properly by checking the calibration of that device as he was trained in his basic operator's course.
- E. If an officer chooses to issue a Uniformed Complaint and Summons to a violator for speeding, he shall use the same discretion and options as far as bonding is concerned as outlined in Section 1 of this order.
- F. Under normal circumstances the tolerance level for speed violations shall be nine miles per hour over the posted speed limit.
 - 1. It is understood that this limit, however, is just a guideline for officers to follow. There are exceptions to this order and each case will be handled on its own merit.
- G. The Rolla Police Department adopts the standards promulgated by the National Highway Traffic Safety Administration (NHSTA) for authorized speed measuring devices. (Moved 2/21)
- H. Each radar speed measuring device shall be calibrated once annually by a certified radar maintenance/repairman. (Moved 2/21)
 - 1. Each radar speed measuring device shall have its tuning forks checked annually by a certified radar maintenance/repairman. (Rev. 5/13)
 - 2. A record of these calibration checks shall be maintained by the Traffic Supervisor. (Rev. 10/98)
- I. Prior to utilizing a radar speed measuring device in traffic speed enforcement, officers shall check the radar both by the internal calibration method and by use of tuning forks to ensure that the unit is operating properly. (Moved 2/21)
 - 1. If an officer determines that a unit is not operating properly, this unit shall be placed out of service until it is checked or repaired by a certified radar repairman.

2. Each time an officer issues a Summons for speeding and each time an officer changes locations for stationary radar enforcement shall cause him/her to check the radar unit for accuracy.

Section 5: Driving While Suspended or Revoked

- A. When an officer of this Department comes in contact with a subject who is operating a motor vehicle while their license is suspended or revoked, the following procedure shall be followed:
 1. A computer check with the licensing authority that issued the individual's driver's license must be made to verify the suspension or revocation.
- B. After the completion of the arrest report, the Records Division will see that a message is sent to the license issuing authority requesting that a certified copy of the individual's driving record be forwarded to this agency.

(Rev. 2/09)

- C. The teletype information is grounds for the determinations of probable cause or reason to believe; however, the certified driving record is the real evidence that will be required if the case is contested in court.

Section 6: Motor Vehicle Traffic Violations

(Add. 10/00)

- A. General Rules
 1. When officers of this department stop a motor vehicle for any reason, the Traffic Stop Report form shall be completed in accordance with the Missouri Racial Profiling Bill.

(Rev. 6/20)

Section 7: Motor Vehicle Equipment Violations

- A. When an officer of this department stops a motor vehicle for a minor equipment violation, a written or verbal warning may be issued.

(Rev. 6/20)

- B. Minor equipment violations may be:

1. One headlamp after dark;
2. One tail lamp after dark;
3. No license plate lamp after dark;
4. Improper headlamp alignment; or
5. No brake lamps.

- C. Serious equipment defects shall be handled by the officer issuing a Missouri UCS.

- D. Serious equipment violations may be:

1. No headlamps after dark;

2. No tail lamps or brake lamps after dark;
3. Defective exhaust system (broken muffler, no muffler, or no tailpipe under the passenger compartment of the vehicle) or
4. No brakes or defective brakes.

Section 8: Public Carrier or Commercial Vehicle Violations

- A. When an officer of this Department issues a summons or makes an arrest for an operator of a public carrier or commercial vehicle, the same guidelines shall be used as with any other traffic violator.
 1. If an officer is unsure of a violation concerning a public carrier or commercial vehicle, he should contact the Commercial Vehicle Enforcement Team of the Missouri State Highway Patrol Troop I for assistance.

Section 9: Multiple Violations

- A. When an officer of this Department determines that he will issue more than two summons on one operator, the following guidelines shall be used:
 1. If the result of multiple violations is the end result of a traffic pursuit, the operator shall be arrested for the violations and a bond required.
 2. If the result of multiple violations (more than two) is not the result of a traffic pursuit, the investigating officer may still require that some type of bond be posted any time there are more than two violations.

(Rev. 2/09)

Section 10: Newly Enacted Laws

- A. Anytime there are newly enacted laws or ordinances, every effort will be made to keep all commissioned officers abreast of these new laws.
- B. In the event that the officers are aware of a newly enacted law or ordinance, however they are not aware of the new ordinance or state statute but are aware of the Senate Bill Number or House Bill Number, this will suffice for use in the block which identifies the Statute or Ordinance number on the summons.
 1. Anytime a new or amended City Ordinance is enacted by Council, a copy of the newly enacted ordinance will be filed with the Sergeant's and also placed on the Bulletin Board in the Squad Room in an effort to keep officers abreast of these changes.
 2. Anytime a new or amended state statute or federal law is enacted, officers will be made aware of the change or new law as soon as it becomes available to the Department.
- C. In unusual circumstances, each officer must decide what enforcement action is proper based on his training, experience, and common sense.
 1. If time will permit and the on-duty watch supervisor can be contacted for assistance in unusual circumstances, then the officer must contact the watch supervisor by radio or have the watch supervisor contact him/her at the scene of the stop.

Section 11: Traffic Division

(Add. 6/21)

- A. The traffic division is a specialty component of the patrol division and will be responsible for traffic enforcement programs and motor vehicle accident investigations when manpower permits.
- B. Those officers assigned to the traffic division will be responsible for conducting various types of traffic enforcement operations including but not limited to, selective traffic enforcement programs, driving while intoxicated campaign operations, seatbelt compliance programs and other traffic related programs designated by the Commander of Uniform Services.
- C. In addition to conducting various types of traffic accident investigations, officers assigned to the traffic division and who have received specialized training in accident investigations and reconstruction will be subject to call-out after normal duty hours to investigate traffic accidents involving fatalities, serious injuries, and accidents resulting in major property damage.

Section 12: Traffic Direction and Control Procedures

(Add. 6/21)

- A. Hazardous Traffic Condition Complaints and Observations: From time to time, officers may encounter hazardous traffic conditions during crash investigations, through citizen complaints, and by their own observations which may be contributed to engineering deficiencies.
 - 1. Officers receiving such information shall notify the Commander of Uniform Services.
 - 2. The Commander of Uniform Services or other designated personnel shall serve as the liaison with the Public Works Department, State Highway Department, and other agencies to assist in identifying traffic engineering deficiencies and providing collision and enforcement data as needed.
 - 3. Officers shall take action to correct hazardous road conditions. Officers will directly intervene (remove debris, block hazards, etc) when practical. Officers who locate hazards including roadway defects, obstructed or malfunctioning traffic control devices, or other situations which create unsafe driving conditions will notify dispatch, who will then contact the appropriate agency. Conditions creating immediate and substantial danger to motorists require an officer to intervene until the hazardous condition is eliminated by the officer or the responsible agency, or he/she is relieved of that duty.

Section 13 Traffic Direction:

(Add. 6/21)

A. Manual Traffic Direction Situations: Officers may manually direct traffic by hand direction or traffic control devices at locations and events which require other than ordinary traffic control. These may include:

- 1. Crashes;
- 2. Parades;
- 3. Gas line/hazardous material leaks;
- 4. Downed power lines;

5. Fire scenes;
6. Sporting/entertainment events;
7. Emergency weather conditions; and
8. Traffic control device repair.

B. Manual Direction Procedures: When manually directing traffic, officers shall:

1. Position themselves as conspicuously as possible.
2. When needed, position patrol vehicle/s with emergency lights activated, in a visible location that assists in traffic control.
3. Wear high-visibility traffic vest/clothing.
4. Use clear, uniform, hand or flashlight signals.
5. Use any temporary traffic control device (flares, cones, signs, etc.) necessary.
6. Officers shall insure these items are removed upon completion of the manual control.

Section 14: Traffic Direction and Control During Adverse Road and Weather Conditions:

(Add. 6/21)

- A. Temporary adversity due to weather and the associated road conditions may require temporary traffic control devices to warn motorists, or to close off certain areas. The Shift Supervisor will obtain these devices (barricades, warning signs, lights, etc.) through the appropriate traffic authority.

Section 15: Traffic Control at Construction Scenes and Critical Incident Scenes:

(Add. 6/21)

- A. Adverse road conditions due to construction, maintenance, or road surface may degradation may require traffic direction and control for longer durations.
- B. In directing traffic at the scene of a critical incident, officer shall assist in establishing and maintaining a safe perimeter around critical incidents when necessary. Officers shall direct the traffic flow so as to prevent interference with the efforts of emergency personnel when necessary.

Section 16: Traffic Law Enforcement Practices

- A. The Commander of Uniformed Services shall have the responsibility of establishing the selective traffic enforcement programs that are to be used by the Department.
- B. The Traffic Section shall maintain the selective enforcement file.

1. Under normal conditions fully marked patrol vehicles will be used in selective enforcement actions.
 2. The Commander of Uniformed Services shall determine those circumstances that may warrant the use of unmarked/ unconventional vehicles for traffic law enforcement.
 - a. Anytime an unmarked/unconventional vehicle is used in traffic law enforcement, it shall be equipped with an emergency light and a siren.
- C. Under normal patrol times, officers may conduct traffic law enforcement practices while mobile in their assigned sectors unless they are directed to concentrate these efforts at a specific location(s).
- D. Stationary observation for traffic law violators is permissible as long as the location chosen by the officer does not cause a safety hazard to either the officer or other motorists.
 1. Anytime stationary observation for traffic law violators is conducted it shall be an overt act so as to also act as a deterrent to the general public as well as an attempted enforcement action.
 2. Only the Commander of Uniformed Services has the authority to permit covert type actions in the traffic law enforcement efforts.
- E. The proper use of emergency equipment is essential to the safety of the officer and other motorists.
 1. Anytime an officer is going to attempt to stop a traffic law violator, he/she shall activate the red lights and signal the driver to pull off the road to the right.

(Rev. 2/09)
 2. If the motorist does not comply at this time, the officer shall initiate a short blast of the patrol vehicle's siren.

(Rev. 2/09)
- F. Officers may make use of the vehicles spotlight and public address system to aid in initiating the traffic stop.
- G. Anytime a pursuit is initiated for a traffic violation, the officer shall make use of all emergency equipment available in the patrol vehicle being operated. This may include but shall not be limited to the overhead emergency lights, grill lights, headlights, spotlight, siren, horn, etc.
- H. Anytime an officer is responding to a bonafide emergency which requires an urgency in arriving at the location the officer shall make use of all emergency equipment as aforementioned above.
- I. When responding to a crime in progress call officers will have the responsibility to determine the urgency of the call and whether the call constitutes an emergency situation. If this is the fact then the officer must make use of both red/blue emergency lights and sirens.
 1. Officers are reminded that in accordance with state statute, in order to be considered an emergency vehicle you must be exhibiting red lights or blue lights and be sounding a siren or bell or exhaust whistle simultaneously. (304.022, RSMo)

(Rev. 2/09)

- J. Anytime an officer stops alongside a public roadway to offer assistance to a stranded motorist, he/she shall ensure that the vehicle's emergency lights are flashing.
(Rev. 2/09)
- K. When stopping a motorist for a traffic violation along a public street, the officer shall position his/her patrol vehicle in such a manner that it is safe to the public and to the officer's approach. This provides a safety margin for the officer to walk.
(Rev. 6/20)
- L. At the time a motorist is charged with a traffic violation, the officer will provide information relative to the specific charge, to include:
1. court appearance schedule;
 2. whether court appearance by the motorist is mandatory;
 3. whether the motorist may be allowed to enter a plea and or pay the fine by mail or at the Traffic Violations Bureau; and
 4. other information that must be provided to the motorist prior to release.
- M. Traffic citations and arrest reports form the basis for prosecution and ultimate adjudication of traffic offenses; thus it is essential that these items be completed in a timely and efficient manner.
1. All traffic citations, warnings shall be completed and submitted by the end of the officer's shift, unless the citation and/or warning is part of an arrest made for a traffic violation. In this case, the warning and/or citation will be turned in with the report (See Section 6).
(Rev. 2/21)
- N. All aforementioned reports and citations are to be reviewed by the on-duty watch supervisor. At the end of his review the watch supervisor will initial the report if it is acceptable and file it for final review by a Commander.
1. If the watch supervisor deems that corrections are necessary, he shall return the report to the officer for corrections.
- O. Final review of all written reports, including those written by first line supervisors will be submitted to a Commander Officer or the Duty Officer for final review. All attachments, Uniform Complaint and Summons', and other documents shall be reviewed at the beginning of the dayshift by the dayshift supervisor and then forwarded to the Records Division.
(Rev. 2/21)
- P. After the Command Officer or Duty Officer reviews the reports, they shall approve them in them in the department records management system. Once the reports are approved by a Command Officer or Duty Officer, the Police Records Division shall prepare them for dissemination and final disposition.
(Rev. 2/21)
- Q. Each Uniformed Complaint & Summons is a controlled item; controlled by number and issued by the Records Division.
(Rev. 11/02)
1. The Municipal Court office shall provide a court disposition document to the Police Department in order to show dispositions of traffic cases.

2. Anytime an officer cannot locate his assigned Uniform Complaint & Summons book or voids a particular summons shall cause him to forward a memorandum to the Records Division identifying the discrepancy.

(Rev. 11/02)

- a. This memorandum shall be prepared on the same date that the Summons Book is missing or when a Summons is voided or discarded.

3. Anytime an officer wishes to amend an issued Summons shall cause a memorandum be written to the appropriate prosecuting attorney and the appropriate court office.

- R. The following procedures shall be adhered to by officers of this Department with regard to their conduct and relation with traffic law violators.

1. Once an officer has stopped a traffic law violator and is about to communicate with him/her, officer- violator relations are activated.
2. Officers shall present a professional image beginning first with their personal appearance. Officers shall display a professional bearing and emotional stability when contacting traffic violators.
3. Officers shall be prepared to explain to the violator of the alleged violation and shall have the necessary equipment and forms available.
4. Officers will greet the violator with the appropriate title in a courteous manner. Officers will request the violator's driver's license and proof of insurance.

(Rev. 11/19)

5. Officer will then discuss the alleged violation with the driver and notify the driver of the action to be taken. Officers shall always be alert for signs of physical impairment, emotional distress, and alcohol/drug involvement.
6. Upon completion of issuing the traffic citation, the officer shall assist the violator in reentering the traffic flow safely.

Section 17: Alcohol Enforcement Countermeasure Program

- A. The following programs shall be adopted by the Rolla Police Department in an effort to reduce alcohol- and/or drug-related traffic offenses.
- B. The Rolla Police Department shall attempt to have officers trained in DWI-Drug and Alcohol Enforcement.
 1. Whenever possible, officers shall receive formal training in removing intoxicated drivers from the roadways.
 - a. Part of the Breath Analyzer training that an officer receives from in-service type training shall be in the detection and removal of intoxicated drivers.
- C. At the discretion of the Commander of Uniformed Services, special selective enforcement teams shall be assigned to saturate the city area in an effort to remove intoxicated drivers.

1. These special selective enforcement efforts may coincide with holidays and special events when drinking and driving is prevalent.
- D. The location of such special selective enforcement shall be concentrated at locations where analysis has shown a significant number of violations and/or accidents involving impaired drivers have occurred.

(Rev. 6/20)

Section 18: Retesting or reexamination of Drivers

- A. Routine enforcement, accident reporting, and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, physical or mental disability, disease, or other conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle.
- B. In addition to reports related to the action or incident for which the motorist was stopped, the actual or suspected impairments should be brought to the attention of the Director of Revenue.
 1. Officers shall remain alert for the aforementioned deficiencies when contacting operators of motor vehicles.
 2. If an officer suspects any such deficiency, a report shall be made to the Chief of Police requesting a letter be sent to the Director of Revenue to retest an individual's driving capability.
 3. Along with the request, officers shall attach any and all such reports reflecting such deficiency.
 4. Statements should also be obtained from any and all witnesses to the driving deficiency.
- C. It shall be at the discretion of the Chief of Police to then file an official request to the Director of Revenue for a retest.

Section 19: Miscellaneous Enforcement

- A. The Rolla Police Department hereby adopts a position to enforce laws relating to pedestrians and bicycles.
- B. These countermeasures toward pedestrian and bicycle violations are taken in an effort to:
 1. Reduce human, vehicular, or environmental factors leading to accidents;
 2. Reduce behavioral actions, decisions, and events that lead directly to an accident; and
 3. Reduce an accident type, by counteracting the precipitating factors.
- C. Anytime an officer shall witness a violation pertaining to pedestrians or bicycles, he/she shall take the same aggressive approach to enforcement that is taken toward motor vehicles.
- D. It is also expected that enforcement activity relating to investigation of bicycle and pedestrian accidents be just as stringent.

- E. The same enforcement regiment is expected with all off-road vehicles such as dirt bikes, minibikes, and go-carts.
 - 1. Anytime an officer investigates the complaint of an off-road vehicle accident shall cause a thorough and complete investigation to be conducted. In the event the violator is stopped by an officer, aggressive enforcement action is encouraged.
 - 2. Every effort shall be made to ensure that the off-road vehicle is removed if it is unlicensed.
 - 3. If a juvenile offender is stopped, a full report shall be forwarded to the Juvenile Office for action.

Section 20: Parking Enforcement

- A. The regular on-duty Parking Control Officer shall have the basic responsibility of parking enforcement within the downtown area.
- B. The Parking Control Officer shall monitor all timed zone parking spaces.
 - 1. The Parking Control Officer shall be responsible for monitoring timed parking areas by marking vehicle tires with chalk in order to keep track of the time a vehicle has been parked.
 - 2. One of the rear tires and in some cases one of the front tires of vehicles that are parked in timed parking zones shall be marked with chalk.
 - 3. The mark shall be placed across the face (tread) of the tires.
 - 4. These marks shall be placed in a horizontal manner.
- C. Parking tickets shall be attached to the violator's vehicle by affixing it under the vehicles front windshield wiper if possible.
 - 1. If the vehicle does not have windshield wipers, then the parking ticket should be affixed to the rear view mirror in such a manner that it would be visible to the owner upon return to the vehicle.
 - 2. In the case of a motorcycle or other vehicle that does not have a windshield, the parking ticket shall be affixed in such a manner that it would be clearly visible to the operator of the vehicle upon his/her return.
- D. In the event that the pavement is damp or wet to the degree that the tires of the parked vehicle cannot be marked properly, then the Parking Control Officer shall not enforce any of the timed zones.
- E. If there is snow accumulation to the point that yellow zones or loading zones cannot be determined by sight, then violations for that offense shall not be issued.
- F. The Parking Control Officer shall maintain a patrol log of his/her activities so as to maintain what times the different locations were first marked and then cleared.
 - 1. This record may be of use in event that a violator challenges an overtime parking ticket in court.
- G. Officers shall use discretion in the enforcement of yellow zones when determining how much of the vehicle shall be allowed to infringe into the yellow before issuing a ticket.

1. As a rule of thumb, if more than one half of the vehicle is into the yellow zone, this would constitute a violation.
- H. When a vehicle is parked in such a manner that it constitutes an obstruction or is in violation of a marked parking zone, the officer shall examine the vehicle in an attempt to locate a displayed "Obstruction Permit" issued by the City of Rolla.
1. If the vehicle does not have the permit displayed, the officer may issue the proper parking ticket.
- I. If the vehicle has the proper permit and everything appears to be in order, the officer shall not issue a parking ticket.
- J. Officers shall use discretion in the enforcement of parking violations the same as is applied to traffic laws.
- K. Officers may issue a written or verbal warning for a parking violation if circumstances so warrant.
- L. Officers shall be alert for vehicles that are parked within residential areas of the City that have out-of-state registration plates.
- M. Officers shall be alert for Handicapped Zone violations at all times.
1. If an officer is checking a vehicle for a Handicapped placard or sticker, he must ensure that he checks all of the common areas that such notice may be (ie. vehicle license plate, dashboard, sun visor, rearview mirror, etc.).
- N. When an officer desires to warn the owner of a motor vehicle that the vehicle is to be moved within twenty-four (24) hours or that the vehicle will be towed, a Warning Notice shall be affixed to the driver's side window of said vehicle.
1. Normally a twenty-four (24) hour warning shall be issued under the following circumstances:
 - a. The vehicle is parked in a state of disrepair;
 - b. The vehicle is parked with expired State Registration, and has been that way for more than 90 days;
 - c. The vehicle was left abandoned and is a traffic hazard; or
 - d. Any vehicle that is obstructing traffic or that the officer deems is a hazard.

Section 21: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations or revisions shall be made only at the direction of the Chief of Police.

By Authority Of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> September 12, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 763	
<i>Original Issue Date</i> October 16, 1992			
<i>Title</i> Traffic Accident Investigation		<i>Classification</i> II	<i>No. of Pages</i> 11

I. PURPOSE

The purpose of this policy is to establish a procedure for investigating and reporting all traffic accidents that occur in the City of Rolla.

II. POLICY

The Rolla Police Department establishes the following operating procedure for the purpose of detailing guidelines for traffic accident investigation. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Officer Response

- A. Officers of the Rolla Police Department will respond to all reported accidents.
 1. Accidents occurring on Interstate 44 will be forwarded to the Missouri State Highway Patrol (Troop I).
 2. Accidents occurring on private property owned by the Missouri University of Science and Technology will be forwarded to the MO S&T Police Department.

(Rev. 2/09)

Section 2: Receiving and Dispatching Accident Calls

- A. Upon receiving a report of a traffic accident, the Telecommunicator should attempt to gain the following information:
 1. Is there a death or injury involved?
 2. Is the roadway blocked?
 3. Are there any hazardous materials involved?
 4. Is there a disturbance between drivers?
- B. If other assistance is needed, other departments should be dispatched as follows:
 1. Injuries involved
 - a. Dispatch the Rolla City Fire Department.
 - b. Dispatch an ambulance from Phelps Health.

C. Dispatching the required officer

1. An officer from the Traffic Division will be dispatched, if available.
2. If no traffic officer is on-duty, the sector car will be dispatched.
3. If traffic is blocked, a second officer will be dispatched to assist with traffic control.

D. City vehicle involvement

1. If a Rolla Police vehicle is involved in the accident, the Missouri State Highway Patrol will work the accident. Troop I should be contacted by the dispatcher.
(Add. 10/03)
2. If a city-owned vehicle is involved (other than a police vehicle), a traffic officer or the on-duty shift supervisor will be required to handle the investigation and report.
 - a. This determination will be made by the on-duty shift supervisor.

Section 3: On-Scene Responsibility

- A. Upon arriving at the scene, the reporting officer will be in charge of the area and should treat it as a crime scene. He shall be responsible for fire/medical services and hazardous material emergencies until relieved by appropriate personnel.
- B. The officer should first attend to any injured parties.
1. After arrival, the officer can determine if response is needed or if other emergency responders can be cancelled. (i.e., Fire Department, ambulances)
 2. The officer can also determine if another unit should respond to assist.
 - a. This can be done for traffic control or with investigation assistance such as interviewing drivers and witnesses.
 3. The officer shall ensure that a safe pattern around the scene is provided.
 4. The officer should make an attempt to clear the roadway of persons, debris, and vehicles, and call for wreckers as needed as soon as possible.
 - a. In the case of a serious injury accident, the officer should mark the final locations of the vehicles before they are moved.
(Rev. 6/20)
 5. The officer shall preserve and record all short-lived evidence.
 6. The officer should locate all witnesses and record accident information.
 7. If a person is injured and cannot care for their vehicle or property, the officer should have the vehicle towed for safekeeping and property put in vehicle or brought to the police station.

Section 4: Required Reporting

- A. PRIVATE PROPERTY ACCIDENT: Officers will respond to an accident occurring on private property, but will only require an exchange of information by the parties involved, unless one of the following exists, in which case an accident report in LETS must be completed:

(Rev. 6/20)

1. A death or injury results.
2. There is major property damage to vehicles or other property.
3. Hazardous materials are involved.
4. A city-owned vehicle is involved.

- B. PUBLIC PROPERTY ACCIDENT: An accident occurring on a public roadway or one of the exceptions in Section 4-A will require the officer to complete a Missouri State Traffic Accident Records System (STARS) Accident Form using the guidelines in the Missouri Uniform Accident Report Preparation Manual. This Department hereby adopts the Manual for Classification of Motor Vehicle Accidents to determine what qualifies as a reportable accident.

1. All sections of the form will be completed, including the diagram section of the report. If a delayed report, the diagram need not be completed. The following items will be included in the diagram:

(Rev. 2/09)

- a. The final resting position of the units involved
- b. The point of impact
- c. The street widths (entire right-of-way) (if severe injury or fatality) (Rev. 6/20)
- d. Pedestrian crosswalks (relevant to accident) (Rev. 10/95)
- e. Debris on the road surface (if severe injury or fatality) (Rev. 6/20)
- f. Grade and direction of the grade (severe injury or fatality accidents only) (Rev. 10/95)
- g. Other non-colliding road units that were present (if relevant to accident) (Rev. 6/20)
- h. View obstructions
- i. Skid marks
- j. Tire tracks
- k. Scrub marks
- l. Maximum engagement, collapse, and thrust (severe injury or fatality accidents only) (Rev. 10/95)
- m. All street signs

n. All lane markings

o. The street names

2. Accident statement forms will be given to all drivers, passengers, and witnesses. If possible, these forms should be filled out in the presence of the officer. The officer should ensure that the person signs and dates each page. The officer should then sign each page.

(Rev. 10/95)

3. The officer should provide driver exchange cards for the parties involved or give them courtesy business cards.

4. If an accident occurs with a fatality involved or serious injuries that could result in a fatality and a traffic officer is not on duty, the duty officer shall make a determination on whether to call out a Traffic Division Officer.

(Rev. 10/03)

- a. All fatality accidents, or accidents involving serious physical injuries that may result in death, shall be investigated by an officer who has successfully completed an advanced accident investigation course.

(Rev. 2/09)

C. LEAVING THE SCENE CRASH INVESTIGATIONS – REPORTING

(Add. 7/21)

1. In all incidents involving leaving-the-scene motor vehicle crashes, regardless of whether they occur on private property or the public roadway will require a formal investigative report along with a CAD narrative.
2. In addition to the formal investigative report, a LETS report must be completed in incidents where a suspect or suspect vehicle is known, or when an injury or disabling damage is sustained by the parties involved or to other property.

Section 5: Reporting of Accident Information to the State of Missouri

(Add. 10/21)

- A. All motor vehicle accidents which require a formal report on the State Traffic Accident Report System (STARS) Accident Form will be completed in electronic format in the department Law Enforcement Traffic System (LETS). Once the report is completed by the officer, the accident report is electronically submitted to the Missouri State Highway Department for statistical analysis and recordkeeping purposes.

Section 6: Enforcement Action

- A. The reporting officer shall use his own discretion in issuing summons for traffic regulation violations.
- B. The investigating officer shall follow standard procedures for violations requiring custodial arrest. (i.e., DWI, DUI, No License)

Section 7: Equipment for Patrol Vehicles

- A. The following is a list of minimum equipment for vehicle responding to a traffic accident.

1. Fire extinguisher
2. Adequate supply of flares
3. Accident investigation notebook
4. Paint or chalk for marking locations
5. Accident statement forms
6. A traffic safety vest
7. A roll-tape measuring device

(Rev. 10/95)

B. A vehicle assigned to a traffic officer shall have the following additional equipment.

(Rev. 9/22)

1. A 100 foot or more measuring tape
2. An accident investigation template
 - a. Access to a camera
 - b. Access to a drag tire and/or level
3. Minimum of 4 traffic cones

(Rev. 10/95)

(Rev. 10/95)

Section 8: Accident Reports and Records

A. Public/Private Property Accidents

1. In accordance with state law, all public property accidents (as classified in the Manual for Classification of Motor Vehicle Accidents) will be reported on the Standard Accident Report Form as provided by the Traffic Division of the MSHP.
2. In addition to those accidents specified above, all accidents involving city-owned vehicles or property will be reported on the Standard Accident Report Form whether private or public property accidents.
3. If an officer is dispatched to a scene and in his opinion there has not been an accident (according to the classification guidelines), he will determine if any other criminal violation has occurred and act accordingly. If there are no other violations, he will release all involved parties (explaining to them the reason for the decision) and return to service. The original call will then be classified as unfounded or founded/no report needed.

B. Fatality Accident Reporting

(Add. 6/21)

1. In addition to reporting all fatality traffic accidents via the LETS system, the investigating officer shall submit all preliminary information regarding the accident to the Missouri State Highway Patrol's Records Division before the end of their shift on the date of the accident. The information shall be submitted in one of the following manners:
 - a. By e-mail to fars@mshp.dps.mo.gov, or,
 - b. By teletype via M.U.L.E.S. to the destination code MGHQ
2. The e-mail or teletype should include the following preliminary information:
 - a. Date and Time of the accident
 - b. Location of the accident

- c. Vehicles involved
- d. Drivers involved
- e. Identity of the persons killed and where they were transported to
- f. A brief summary of the accident
- g. Investigating officers name, badge number and the case number

C. Adoption of Classification Manual for Traffic Accidents

1. This Department hereby adopts the Manual for Classification of Motor Vehicle Accidents as the guide for determination of which incidents qualify as traffic accidents (public or private) and which are not. Copies of this manual will be maintained for reference by officers in the office of the Traffic Division and in the Report Writing Room.

Section 9: Hazardous Materials Incident Response

(Add. 6/21)

- A. The Rolla Police Department expects officers of this agency to be competent in basic skills and abilities necessary to identify the presence of hazardous materials and perform "first responder" duties but does not expect the officer to perform duties beyond the first-responder stage.
- B. Hazardous materials are occasionally transported through the City of Rolla and the possibility of an incident involving a vehicle carrying hazardous substances is a reality. The extent of damage from an accident involving toxic or otherwise dangerous substances depends on the response of emergency personnel and their ability to correctly identify and handle such incidents.

Definitions

A. Contamination

1. The direct or indirect contact between officers and a hazardous substance. Officers shall consider contamination to be an injury that could result in illness or death.

B. Exposure

1. The concurrent presence of law enforcement officers and hazardous materials under uncontrolled circumstances. Exposure may result in injury, illness or death. Officers shall treat an exposure as a contamination even though no symptoms may be evident. Known contamination requires medical attention and monitoring.

C. Hazardous material

1. Any solid, liquid, or gas, which by its nature can cause injury, illness, death, property damage, or environmental degradation. Radiological material meets this definition except that it contains radioactive elements.

Response Procedures

- A. Because of the hazards that could develop as a result of an accident, especially a derailment or overturned vehicle transporting hazardous materials, officers must exercise extreme caution when responding to these potentially hazardous situations. Officers shall take the following actions:
 1. At the scene of any incident or accident where hazardous materials may be involved, officers shall request dispatch to summon the fire department; which shall assume authority

and responsibility for emergency procedures through the implementation of the incident command system.

- a. Officers shall advise dispatch as soon as possible of the exact location of the hazardous materials incident and the safest approach routes for other emergency vehicles.
 - b. Officers shall rescue injured persons at the hazardous materials site only if they are properly equipped. Officers shall not risk contamination or exposure.
2. If officers discover any evidence of leaking liquids or vapor, they shall assume that an exposure has occurred with possible contamination of people or facilities, and they shall:
- a. Seal off the area until positive identification can be made by the fire department.
 - b. Summon backup units to establish a perimeter, setting up roadblocks or barricades as appropriate.
 - c. Evacuate the area and detain people as necessary.
 - d. If the nature of the hazardous materials does not permit approaching the scene, keep at least 300 feet away and keep bystanders at least 1500 feet away.
 - e. If the hazardous materials incident involves radiological materials, keep at least 2000 feet away.
3. Supervisors shall summon backup units to establish a perimeter, as necessary, or order evacuation or detention of people. Supervisors shall instruct personnel to avoid any contact with liquids or fumes, to eliminate any sources of ignition, and not to eat nor drink near the scene. The on-scene supervisor shall establish a command post, if appropriate. The on-scene supervisor shall advise dispatch to notify the duty officer and other personnel as necessary.

The dispatcher shall contact key agencies and relay as much of the following information if it is available:

- a. Location of incident or accident.
 - b. Nature and type of hazardous material involved.
 - c. Shipper (if known) of hazardous material.
 - d. Nature of environment (business district, rural area, etc.)
 - e. Size of container and estimated amount of material discharged or leaked.
 - f. Location of hazardous material car (if a train), counted from the head of the train, car number, and description.
 - g. The serial number of any aircraft, if involved.
4. Officers will approach the accident scene upwind if possible. If radiological materials are involved, do not approach. Wait for fire department personnel or HAZMAT teams who have special monitoring equipment.

- a. Note that communicable disease protective equipment, leather gloves, or chemical agent gas masks provide no protection from hazardous materials.
 - b. Note that personnel may not be able to recognize hazardous materials immediately, although they are present. Some hazardous gasses are invisible and odorless.
5. The Chief of Police shall immediately notify the City Administrator of the situation and shall keep him/her advised of any changes.
6. Normal accident investigation procedures shall be suspended until the on-scene authority has given the appropriate clearance.

Identification of Hazardous Materials

- A. The identification of hazardous materials transported by the carrier may be accomplished by utilizing the following:

1. Placards

Placards are displayed at the front, rear, and on both sides of all vehicles (including rail cars) hauling hazardous materials; however, experience has shown that placards are sometimes either not displayed or have misidentified the cargo. Some placards are made of paper, which may have burned before the officer's arrival. When on duty, each patrol officer shall carry a departmental issued Hazardous Materials Response Guide to assist in identifying placards in use. Examples of some placards that are in use include but are not limited to the following:

- a. Red placards indicate flammable materials.
 - b. Rust placards indicate explosive materials.
 - c. White placards indicate poisonous materials.
 - d. White/black placards indicate corrosive materials.

2. Driver

When the accident involves a truck, the driver may be able to supply information about the load transported; however, the driver is not required to know a great deal about cargo or emergency measures for handling it except for explosives. In case of explosives, the driver is required to have in possession and be familiar with documents containing procedures to be followed in the event of accident or delay.

3. Shipping papers

- a. When the hazardous material is transported by truck, the driver is required to have a copy of the shipping papers, which show the name of the materials, classification, and quantity. By using these papers and the Emergency Response Guide, the officer can identify the hazard associated with the material and ways of handling it. Officers shall record the name of the materials, classification information, and quantity.
 - b. Where the hazardous material is transported by rail, the shipping papers will be located

in the caboose and will have attached to them instructions for handling all hazardous materials on the train. Additionally, a manifest is located in the engine listing each car on the train in order from the engine back to the caboose, and the contents of each car.

- c. If the conductor is not available or incapacitated when emergency personnel arrive, officers shall obtain the manifest from the engine compartment.

4. Chem-Cards

- a. To supplement the placarding system, many shippers of chemicals provide the drivers with Chem-Cards, which provide emergency information. Although Chem-Cards are subject only to voluntary use, the officer shall ask the driver for them.
- b. Each officer's vehicle is furnished with a copy of the U.S. Department of Transportation guidebook on hazardous materials (Hazardous Materials Emergency Response Book), which contains identifying information on chemical products, first-responder hazards, and specific countermeasures.

Evacuation:

1. When the possibility of an evacuation of residents or inhabitants of part of, or the entire city exists, the Chief of Police shall consider the following:
 - a. Manpower requirements.
 - b. The method of notifying persons to be evacuated (i.e., door to door, PA system, use of local radio stations, etc.)
 - c. The size of area and number of people to be evacuated.
 - d. Area maps.
 - e. Use of mass transportation to move evacuated persons.
 - e. Temporary housing or shelter of evacuated persons.
 - f. Security of evacuated areas to prevent looting and premature return (the fire chief shall make the decision when it is appropriate for people to return home).
2. The on duty supervisor shall consult with the HAZMAT coordinator on any decision to evacuate an area. The supervisor shall effect the evacuation upon order of the HAZMAT coordinator. In the event of evacuation, the supervisor shall establish a command post, ensuring that the following tasks are undertaken:
 - a. Establish an emergency communications link with appropriate authorities.
 - b. Evaluate the size of the area and number of people to be evacuated.
 - c. Assign personnel to notify people through use of a PA system or door-to-door contact.
 - d. Notify the news media.

- e. Arrange for mass transportation.
- f. Arrange for temporary housing of evacuees.
- g. Arrange for security of evacuated areas.

Required Agency Contacts:

1. Key agencies and personnel are available for evaluation and assistance in the handling of hazardous material incidents and evacuation. The key agencies include but are not limited to the following:
 - a. Chemical Transportation Emergency Center (CHEMTREC), 800-424-9300
 - b. Environmental Protection Agency's National Response Center, 800-424-8800.

Depending on the hazardous materials involved, one or more of the above agencies shall be contacted:

2. Before contacting any of the above listed agencies, every effort shall be made to obtain the following information:
 - a. Location of the accident.
 - b. Hazardous material involved and shipper, if known.
 - c. The color and number of any labels on the carrier or cargo.
 - d. Type of environment (residential, rural, business, etc.)
 - e. Size of the container and amount of product leaking.
 - f. If rail, location of hazardous material car from the head of the train, car number, and description of car (i.e., tank car, box car, etc.)
 - g. The initial and number of aircraft, if any.

Section 10: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 4:A:4:a "Also pictures...will be required."

Section 7 "Use of Experts"

Effective Date September 9, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 764	
Original Issue Date April 15, 1997			
Title Impoundment of Motor Vehicles		Classification III	No. of Pages 7

I. PURPOSE

The purpose of this policy is to establish guidelines for all personnel in the impoundment, inventory and release of motor vehicles from police custody.

II. POLICY

The Rolla Police Department establishes the following standard operation procedure for the purpose of detailing guidelines of all personnel in the impoundment of motor vehicles. It is the policy of this department to inventory all motor vehicles that are impounded. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: General Impoundment Guidelines

A. All tows must be approved by a supervisor.

(Add. 11/02)

B. When a vehicle is impounded, the officer shall adhere to the following procedure:

(Section Add. 11/02)

1. A DOR Tow Form shall be filled out
2. The tow truck operator's signature must be obtained.
3. The white copy of the Tow Form is given to Dispatch, and the two colored copies go to the tow truck driver. Keep the white copy for further processing.

(Rev. 9/24)

4. Ensure that Dispatch enters the info into MULES.
5. Fill out the Department-typed Owner Letter (located in file cabinet in report area).
6. Turn the original tow form in to Communications for entry or filing.

(Rev. 5/13)

- a. The Communicator designee will confirm with impound agencies whether the vehicle is still impounded. If it is, the communicator will mail the white copy to D.O.R.

(Rev. 5/13)

Section 2: Circumstances for Impoundment

Officers of this Department will cause privately owned motor vehicles to be towed and/or impounded under the following circumstances:

A. Arrest

1. When the arrest of any person causes any motor vehicle to be left unattended, it is the responsibility of the arresting officer, either in person or by obtaining assistance from another officer, to take custody of the vehicle and cause it to be impounded for safekeeping. This selection shall apply when:
 - a. The arrestee was driving the vehicle immediately prior to his arrest.
 - b. The arrestee was in the vehicle, stopped or parked, just before his arrest.
 - c. The arrestee was in the immediate vicinity of the vehicle just before his arrest, and states that he is responsible for the vehicle.
2. Vehicles will not be towed after the arrest of an individual under the following circumstances:
 - a. When the vehicle is parked at or in the immediate vicinity of the owner's residence, an officer will not tow the vehicle; however, the officer shall insure that the ignition key is removed from the vehicle, and that the vehicle is locked, if it can be locked.
 - b. When the arrestee is the driver or operator of a vehicle which he does not own, and the owner is present and able to take custody of the vehicle, then the vehicle will not be towed, but will be left in the custody of the owner.
 - c. The owner either verbally or in writing accepts full responsibility for the vehicle and its contents.

(Rev. 11/02)
 - d. When the arrestee is the owner of the vehicle, and states that he wishes to leave the vehicle in the custody of another person, who is present and able to take custody of the vehicle, then the vehicle will not be towed, but will be left in the custody of the person designated by the owner.
3. In the case of a DWI arrest, the officer has the discretion to tow or not to tow the vehicle.

(Add. 2/09)

B. Evidence

Whenever a motor vehicle is, in itself, evidence of a crime, the vehicle may be seized and impounded as any other evidence, subject to the law and police department regulations concerning search and seizure and handling of evidence.

C. Statutory Requirement for Impounding

Whenever the laws of Missouri or the laws of the United States require that a vehicle be seized and impounded, then the vehicle shall be impounded. Such cases include:

1. Vehicles used to transport controlled substances unlawfully;

2. Vehicles used to transport untaxed liquor or cigarettes;
3. Vehicles used to transport unregistered explosive devices;
4. Vehicles bearing an altered or defaced vehicle identification number (VIN), or from which the vehicle identification number (VIN) has been removed.

D. Impeding or Obstructing Traffic

Officers of this Department are authorized to remove or have removed any vehicle from the streets or other public places to the nearest garage or other place of safety, or to a garage designated or maintained by the police department or otherwise maintained by the city under the following circumstances:

1. When the vehicle is left unattended upon any bridge viaduct or causeway or in any tunnel where such vehicle constitutes an obstruction to traffic.
2. When a vehicle upon a street or highway is so disabled to constitute an obstruction to traffic and the person in charge of the vehicle is, by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal.
3. When any vehicle is left unattended upon a street and is so parked illegally as to constitute a definite hazard of obstruction to the normal movement of traffic, or so to obstruct the use of any trafficway or alleyway adjoining said street; anytime a vehicle is parked in a prohibited area that is so designated by signs or other official markings; and any time a vehicle is parked upon a street without having valid license plates properly displayed thereon.
4. Whenever an operator of a vehicle is arrested or detained by a law enforcement officer, and such arrest or detention would leave such vehicle unattended.
5. Whenever a motor vehicle is parked upon any property owned or maintained or operated by the City for the parking of motor vehicles for a longer period of time than is lawfully permitted for a vehicle to remain parked thereon without regard to parking charges.
6. Whenever a motor vehicle is found to be unattended upon any property owner or controlled by the City not devoted to the parking of motor vehicles.

E. Stolen Auto

1. Whenever an officer discovers a vehicle which has been reported stolen or taken without the owner's consent the officer shall first make such preliminary investigation as is reasonable and necessary to identify the perpetrator. Such investigation may include, but not be limited to:
 - a. Surveillance of the vehicle, if the perpetrator is not present and it appears likely that he will return to the vehicle.
 - b. Processing the vehicle and scene for physical evidence (latent fingerprints, etc.).
2. After completing the preliminary investigation, the officer shall whenever possible, avoid towing or impounding the vehicle, in order to spare the owner of the vehicle the expense of towing and storage fees.

- a. If the vehicle can be properly secured within a reasonable time, either by an officer, the owner, or a person designated by the owner, the vehicle will not be towed.
- b. In such cases where a suspect has been arrested, the vehicle must be handled as evidence of the crime.

Section 3: Inventory

- A. Whenever an officer causes a vehicle to be impounded, the officer shall make an inventory of the contents of the vehicle, and of any obvious damage to the vehicle on the department vehicle inventory report form.
- B. The inventory will include an examination of the contents of the trunk and cargo area, and the contents of the passenger area, including the glove compartment and console, provided however, that the officer has access to these areas, or can gain access without damaging the vehicle.
- C. The inventory shall include an examination under the hood of the vehicle to insure that the obvious motor parts are on the vehicle, however, the air cleaner and motor hoses, etc., shall not be disconnected.
- D. The hubcaps and/or wheel covers shall not be removed for inventory purposes.
- E. Officers shall not deliberately damage the vehicle in order to perform an inventory.
- F. During the inventory, if an officer observes damage to the vehicle or the contents thereof, note of the damage shall be made on the inventory report form.
- G. When, during the inventory, the officer observes items of significant value in the vehicle, these items shall be listed separately on the inventory report form.
- H. When, during the inventory search, the officer observes a container of any type which is closed, and the contents of the closed container are not readily determinable to a reasonable degree of certainty by the officer upon simple examination of the exterior of the container, the officer is required to open the closed container to determine its contents. The officer shall then list the contents, regardless of the value, on the inventory sheet.

(Rev. 01/05)
- I. Items that need not be listed in the inventory include those items with an apparent value of less than fifty (\$50.00) dollars, unless stated otherwise in this section.
- J. Items Seized After An Inventory
 1. Small, portable items, which are particularly susceptible to loss or theft, should not be left in the vehicle, but should be seized for safe-keeping. Items in this category include, but are not limited to:
 - a. Currency;
 - b. Jewelry;
 - c. Credit cards

d. Firearms (Add. 6/20)

2. When items such as described above are found and seized they shall be placed into evidence for safe-keeping, to be released to the owner.

K. Unlawful Items

1. Whenever the inventory discovers any item present unlawfully in the vehicle, the items shall be seized and booked into evidence, and criminal charges filed, if appropriate. Such items might include:

a. Weapons; (Rev. 6/20)

b. Stolen property;

c. Contraband or controlled substances; (Rev. 6/20)

d. Alcoholic beverages in the possession of minors

L. The Time of the Inventory

The inventory should be conducted at the scene of the arrest, as soon as possible after the arrest.

M. The Location of the Inventory

1. Whenever possible the inventory should be conducted at the scene of the arrest.
2. If this is not possible, it shall be conducted at the place where the vehicle is to be stored, immediately after the arrest of the owner/operator.

N. Witness of the Inventory

Whenever possible, there should be a witness to the inventory of the vehicle. Normally, this would be the owner or operator of the vehicle or a fellow police officer, however, the tow truck driver could be considered as a witness if no one else is available.

O. Distribution of the Inventory Report Form

The original copy of the inventory report form shall remain with the dispatcher in the towed vehicle inventory file, until the vehicle is released. The carbon copy of the inventory report form shall be attached to the report filed by the towing officer and kept with the case file. When the vehicle has been released from police control, the original will be removed from the dispatchers file and filed in the case report jacket with the first copy.

Section 4: Release of Impounded Vehicles

- A. Whenever the owner of an impounded vehicle seeks to have the vehicle returned to him, the owner must report in person to police headquarters.

- B. The owner must establish proof of ownership by means of a title or bill of sale. If the owner of the vehicle cannot be established by these documents, the officer conducting the release of the vehicle shall refer the matter to a Command Officer for approval.
- C. Vehicles shall not be released without authority to do so by means of an order of the court, or direction to release the vehicle by the Prosecuting Attorney that has venue in the case.
- D. Checks to Determine if the Vehicle is Stolen
 - 1. All impounded motor vehicles will be checked by the dispatcher as soon as possible after being impounded to determine if the vehicle has been reported stolen. The items to be checked are to include but not be limited to:
 - 2. The attached state registration plates;
 - 3. Other state registration plates found inside the vehicle;
 - 4. Public vehicle identification number (VIN).
- E. Legal Definitions for Officer's Concern

Officers shall use all necessary care to insure that when a vehicle is inventoried for the purpose of impoundment as outlined in this special order, the word "inventory" shall be used in the narrative portion of the report of investigation. Care shall be used not to use the word "search" when in fact the vehicle is being inventoried.

F. Towing Option Form

When the owner or operator of a vehicle has been arrested and is in police custody and requests that his vehicle either be released to another person who is at the scene of the arrest, or requests that his vehicle be secured at the scene of the arrest, the arresting officer shall complete a "Towing Option Form" (see Attachment A). The requesting party is to enter his/her initials in front of the desired option, and sign the form at the bottom. This completed form shall be filed with the report of investigation and be part of the case file.

Section 5: Vehicle Repossessions

(Add. 4//98)

- A. When a repossession company notifies this agency that they are repossessing a vehicle, they will be advised to report to police headquarters.
- B. At police headquarters, a copy of the repossession document will be made.
- C. Generally, employees of repossession companies have identification and will produce it on request of an officer.
 - 1. Dispatch will enter all repossessed vehicles when the owner of the vehicle is unaware of the repossession.

(Rev. 6/20)

- D. Officers will not be dispatched to assist on a repossession unless there is violence or the threat of violence. Unless a crime is being committed, the responding officer should not get involved, but should follow these guidelines:

1. Preserve the peace.
2. Do not take sides.
3. Notify the Sheriff's Department, as they have jurisdiction on repossessions.
4. Do not use any force in seizing the property.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 765	
Original Issue Date April 15, 1998			
Title Sobriety Checkpoints		Classification II	No. of Pages 5

I. PURPOSE

The purpose of this policy is to establish a procedure for all sworn police personnel in the area of sobriety checkpoints.

II. POLICY

This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: General Information

- A. The Chief of Police shall designate an officer to be the Officer In Charge (OIC) of each of the sobriety checkpoints operated by this Department.
- B. The Officer In Charge of the sobriety checkpoints shall attend a special training session conducted at the direction of the Missouri Division of Highway Safety, Missouri Department of Public Safety, prior to actually conducting a sobriety checkpoint.
- C. All officers assigned will be determined by the Officer In Charge.
- D. Officers selected to participate in a sobriety checkpoint shall give special attention to their appearance prior to reporting to the briefing.
- E. Officers staffing the sobriety checkpoint shall be exceptionally courteous while performing their duties.
- F. Officers assigned to the checkpoint operation shall maintain the highest standard of safety at all times.

Section 2: Procedure

- A. The Officer In Charge shall have the following responsibilities:
 - 1. Ensuring that the proper equipment is available for use during the operation of the checkpoint.
 - 2. Announcing the uniform of the day for officers staffing the detail.
 - 3. Determining the specific assignment of the officers detailed to the checkpoint.
 - 4. Conducting the roll call, inspection, and briefing of the officers staffing the checkpoint.
 - 5. Being present at all press conferences relating to the sobriety checkpoints.
 - 6. The overall supervision and control of the checkpoint and the officers assigned.

7. The development of a formal written plan for each checkpoint conducted.
8. All decisions relating to the operation of the checkpoint, to include but not be limited to:
 - a. Directing the parking locations of the police vehicles used at the scene of the checkpoint.
 - b. Establishing the exact location where the field sobriety tests will be performed.
 - c. Establishing the manner and location of the placement of traffic cones and traffic flares.
 - d. Stopping the checkpoint operation if circumstances create a hazard to the officers or motorists, and resuming it at an alternate site and/or time.
 - e. Stopping the operation of the checkpoint if the volume of traffic creates unnecessary obstruction to the normal flow of traffic, and resuming it at an alternate site and/or time; or he may change the criteria for stopping the selected vehicles.
9. Directing the report writing process of the officers assigned to the detail, as well as reviewing the written reports from the officers assigned.
10. Completing any after action reports that may be deemed necessary.

B. The Traffic Control Officer shall have the following responsibilities:

1. Directing the traffic as needed at and around the checkpoint site.
2. Directing traffic in a safe manner at all times.
3. Directing those vehicles that are to be checked by established criteria to the area where other assigned officers are stationed.
4. Following the criteria announced by the Officer In Charge as to which vehicles to stop to be checked.
5. Constantly remaining aware of the merging traffic of those vehicles leaving the checkpoint as well as those vehicles approaching the checkpoint site.

C. The Checkpoint Officers shall have the following responsibilities:

1. Contacting the operators of the vehicles stopped at the checkpoint.
2. Being polite and courteous throughout their contacts with the drivers that are stopped.
3. Carefully checking each driver for signs of intoxicants.
4. Conducting and monitoring the application of any field sobriety tests they may have occasion to administer.
5. Being aware of unsafe conditions, and immediately reporting any unsafe conditions to the Officer In Charge.

(Rev. 6/20)

6. Establishing adequate probable cause before he effects an arrest of any violator for any violations.
 7. Determining the enforcement action for any violation, except that of Driving While Intoxicated.
 8. Transporting any prisoners taken into custody for further processing.
 9. Processing further any persons taken into custody, with the exception of operating breath testing equipment in the case of Driving While Intoxicated arrests.
 10. Completing any administrative duties as directed by the Officer In Charge.
- D. The Chemical Test Officer shall ensure that all chemical tests performed are conducted as per department directives.
- (Rev. 6/20)
- E. Enforcement action to be taken by the officers for violations other than Driving While Intoxicated will be at the discretion of the officer and may include:
1. A verbal warning;
 2. A written warning;
 3. The issuance of a traffic ticket;
 4. The issuance of a non-traffic UCS; and
 5. Custodial arrests based on probable cause.
- F. Preliminary determination of the use of intoxicants by the officers contacting vehicle operators shall include, but not be limited to:
1. The odor of intoxicants;
 2. Slurred speech patterns;
 3. Bloodshot and/or watery eyes;
 4. The inability to follow directions;
 5. Open intoxicants within the vehicle;
 6. The specific manner in which the person operates the vehicle; and
 7. Fumbling while attempting to produce their operator's license upon request by the law enforcement officer.
 8. Driver statements about drinking.
- (Add. 6/20)

- G. When the investigating officer determines the operator of the vehicle to be under the influence of intoxicants, the officer shall have the operator exit the vehicle, and direct him to the area where field sobriety tests are to be conducted. The operator may then be directed to perform the following:
(Rev. 6/20)
1. Walk and Turn Test
 2. One Leg Stand Test
 3. Horizontal Gaze Nystagmus
 4. Portable Breath Test (Add. 6/20)
- H. If any indicators of intoxication are observed, the operator shall not be allowed to proceed.
(Rev. 2/09)
- I. If determined the driver is intoxicated, the driver will be arrested.
(Rev. 6/20)
- J. Upon arrest of the suspect, and prior to transporting to headquarters for further processing, the arresting officer shall present a "Vehicle Tow Option Form" to the arrested subject. Upon completion of the form, the vehicle shall be processed as per department policy at the direction of the Officer In Charge.
- K. The arresting officer shall transport the arrested subject to headquarters for further processing. The additional processing shall be that of a standard Driving While Intoxicated arrest.
- L. Upon completion of processing the arrestee, the arresting officer shall return to the scene of the sobriety checkpoint and resume duties as assigned.
- M. While assigned to the sobriety checkpoint, each officer shall remain alert for other violations of the law to include, but not be limited to:
1. Expired state vehicle registration;
 2. Improper driver's license;
 3. No driver's license;
 4. Vehicle equipment violations;
 5. Open intoxicants;
 6. Minors in possession of intoxicants;
 7. Weapons violations;
 8. Narcotics violations;
 9. Child restraint violations; and
 10. Known fugitives from justice.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

Section 2:D:1 "Ensuring...tape recorded."

<i>Effective Date</i> February 1, 2024	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	<i>Special Order #</i> 760	
<i>Original Issue Date</i> February 1, 2024			
<i>Title</i> Overtime Traffic Enforcement		<i>Classification</i> II	<i>No. of Pages</i> 2

I. PURPOSE

The purpose of this General Order is to establish procedure for Overtime Traffic Enforcement Assignments.

II. POLICY

In an effort reduce the number of fatal and injury traffic crashes in the State of Missouri, Rolla Police Officers will participate in authorized Overtime Traffic Enforcement Assignments within the jurisdiction of the Rolla Police Department. These Overtime Traffic Enforcement Assignments currently include, but are not limited to, focus areas including Hazardous Moving Vehicle Enforcement, Occupant Restraint Enforcement, Impaired Driving Enforcement and Youth Alcohol Enforcement.

Section 1: Responsibilities:

- A. All Overtime Traffic Enforcement Assignments must be reviewed and approved by the Chief of Police or his designee. Any application for Overtime Traffic Enforcement Assignment funding requiring City of Rolla approval shall be submitted to the City Administrator for final review and approval.
- B. The traffic supervisor or their designee will serve as the Overtime Traffic Enforcement Assignment coordinator unless advised otherwise by the Chief of Police or a designate.
- C. All Overtime Traffic Enforcement Assignment record keeping and management on the part of the Rolla Police Department will be the responsibility of the traffic supervisor or their designee until the duration of the Overtime Traffic Enforcement Assignments are complete, unless advised otherwise by the Chief of Police or a designate.
- D. Copies of all Overtime Traffic Enforcement Assignment reports shall be submitted to the City's Finance Department.
- E. Storage of Overtime Traffic Enforcement Assignment records will be the responsibility of the traffic supervisor or their designee.

III. FUNDING

- A. Compensation for authorized Overtime Traffic Enforcement Assignments will be at a rate of two times (Double-Time) the officer's standard hourly pay rate. Hourly reimbursement shall not exceed one hundred dollars (\$100.00), including all fringe benefits, per hour worked.

Section 2: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date December 7, 2021	<div>Rolla Police Department</div> <div><u>Special Order</u></div>	Special Order # 800	
Original Issue Date December 7, 2021			
Title Municipal Court Security		Classification II	No. of Pages 3

I. PURPOSE

To establish a policy and procedures governing the department's obligations to provide security for the Rolla Municipal Court and court officials.

II. POLICY

It is the policy of the Rolla Police Department to provide the necessary services and personnel to assist in the safe operation of the Municipal Court.

The Commander of Uniform Services or his/her designated representative shall attend the Rolla Municipal Court proceedings to preserve order therein and execute such orders as may be given or directed to him/her by the court. A Court Bailiff will be posted in areas of the facility to respond in the event of an emergency and to maintain a peaceful environment. The Commander of Uniform Services is responsible for directing the Department's security obligations to the Municipal Court.

Section 1: Definitions

Municipal Court Bailiff - A uniformed police officer or officers temporarily assigned to provide security for the Municipal Court, just prior to, during and immediately after the court session. The Municipal Court Bailiff(s) maintain safety and order in the courtroom and may maintain secure custody of defendants while in court. His/her duties are strictly for the purposes of security and safety.

Court - A judicial officer, or the room or space where judicial officers conduct trials, hearings, or other judicial activities.

Section 2: Municipal Court Security

- A. The Rolla Police Department will provide uniformed police officers to maintain a safe and secure environment for court personnel and for those in attendance while court is in session. The procedures for officers assigned for Municipal Court Bailiff duties are as follows:
 1. Only commissioned police officers will serve as Municipal Court Bailiff's.
 2. All Municipal Court Bailiff's shall wear their department assigned uniform.
 3. Municipal Court Bailiff's will report to court thirty minutes prior to the start of court.
 4. Depending on the size of the court docket and the number of inmates expected to be brought over from the jail, only one Municipal Court Bailiff will be assigned to court duties. The Commander of Uniform Services or the on-duty shift supervisor may authorize an additional bailiff if the need arises.

Section 3: Courtroom Functions of the Bailiff

- A. Search the courtroom and secure areas for weapons and contraband prior to court being in session.
- B. After searching the courtroom, the bailiff should position themselves at the main door to the courtroom and observe the attendees as they arrive for court. The bailiff will be observant for any suspicious items, contraband, or items which could be used as a weapon being brought into the courtroom.
- C. If contraband is discovered and is of a criminal nature, the bailiff will confiscate the items and immediately remove the person from the courtroom. The bailiff will then radio for an officer to come take custody of the person. In the event the person being removed is a defendant appearing in court, the bailiff will notify the judge and prosecuting attorney of his findings.
- D. Maintain security and order in the courtroom. The Bailiff should position himself/ herself to be able to view both court personnel and court attendees.
- E. Have restraining devices available for use in court if needed.

Section 4: Prisoner Transport

- A. Municipal Court Bailiffs will not be responsible for transporting prisoners to and from the Municipal Courtroom. Any prisoner requiring transport from the jail for court purposes will be transported by another officer and turned over to the custody of the bailiff. Once the prisoners court case has been disposed of, they will be returned to the jail via the same process.
- B. In most instances, there are usually more than one prisoner transferred to court from the jail. In these situations, all prisoners will be handcuffed arm to arm, they will be secured in leg restraints (shackles) during transport, and they will remain secured in this fashion at all times throughout their court proceedings after being turned over to the bailiff.
- C. Should the need arise for the judge to speak with an individual prisoner, the bailiff will separate the prisoner from the group of prisoners and immediately secure the prisoner back in handcuffs with both hands in front. The bailiff will then escort the prisoner to the bench to speak with the judge and after the court has concluded their business with the prisoner, the prisoner will be returned to the group and re-secured in handcuffs in an arm to arm fashion.
- D. Any person who is ordered taken into custody by the court will be secured in handcuffs by the bailiff and a request will be made for an officer to respond to the court for transport purposes. The prisoner will be secured with both hands in front, they will be placed in leg restraints, if available, and the bailiff will maintain custody until a transport officer arrives to take custody of the prisoner.

Section 5: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date November 15, 2021	Rolla Police Department <u>Special Order</u>	Special Order # 871	
Original Issue Date February 24, 1993			
Title Prisoner Transportation		Classification II	No. of Pages 6

I. PURPOSE

Transportation by law enforcement agencies of persons who are in custody is a constant requirement and a frequent activity. Every effort must be made to ensure the safety of officers, preservation of any evidence, and the proper care and handling of prisoners being transported and processed into detention facilities.

II. POLICY

The Rolla Police Department establishes the following procedures for transporting and processing of prisoners. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Transport Operations

- A. The officer that is to transport a prisoner will search that prisoner prior to transporting. The search will be made for contraband, weapons and tools that may assist the prisoner in escaping.
(Rev. 11/02)
- B. The transporting officer is legally responsible for the safety and custody of the prisoner being transported.
- C. It should never be assumed by the officer that someone else has searched the prisoner.
 1. Prisoners should be searched each time they come into the transporting officer's custody, including transport to and from court.
 2. It shall be assumed that the prisoner may have had an opportunity to obtain contraband or a weapon prior to the time he or she is accepted for transport by the officer.
- D. Each time a prisoner is to be transported, the vehicle shall be examined to ensure that no contraband or similar items are present.
 1. This includes both prior to and after transporting prisoners.
- E. Prisoners will only be transported in vehicles equipped with a prisoner barrier screen between the front and rear seats.
 1. A supervisor may make an exception to this requirement if unusual circumstances dictate that other transportation be used.
- F. Each vehicle that may be used for transporting prisoners shall be examined and searched by the vehicle operator before each shift.

- G. For safety reasons, prisoners under transport must be observed at all times.
1. If transporting a solo prisoner, the prisoner shall be transported on the passenger side in the rear seat.
 2. If transporting a prisoner in a vehicle without a safety barrier as authorized, the prisoner shall ride in the front passenger seat.
- H. When an officer is transporting a prisoner of the opposite sex, the following procedure shall apply:
1. Prisoner shall be placed in the rear seat of a police vehicle that is equipped with a safety barrier;
 2. The officer will notify the telecommunicator of the starting mileage that is shown on the vehicle odometer;
 3. Upon arriving at the location being traveled to, the officer will notify the telecommunicator of the ending mileage;
 4. Anything out of the ordinary will be reported to the shift supervisor and in the officer's written report.
(Rev. 12/95)
 5. The telecommunicator shall note the above information into CAD.
(Rev. 12/95)
- I. During transport, the officer shall not lose sight of the prisoner.
1. Normally, this will not pose a problem. However, it is understood that not all prisoners will cooperate and sit in an upright position.
- J. When transporting a prisoner to or from another jurisdiction, regardless of the distance from the City of Rolla, or if the situation involves a prisoner of the opposite sex, the on-duty supervisor will make the determination as to whether more than one transporting officer is required. (Rev. 11/21)
1. If transporting a prisoner for a considerable distance, reasonable opportunities will be given to providing a meal for the prisoner, and for reasonable restroom breaks. (Rev. 11/21)
- K. While transporting a prisoner, officers should not respond to the need for law enforcement services.
1. Only when the risk to third parties is both clear and grave, and the risk to the prisoner is minimal, should the officer stop and render assistance.
- L. Following an escape of a prisoner while being transported, the transporting officer shall immediately notify the on-duty watch supervisor.
1. The duty officer shall be notified.
(Rev. 12/95)
 2. A complete description of the prisoner and direction of travel when last seen shall broadcast to other officers.
 3. A detailed full report shall be written outlining the escape.

4. If the escape occurs in another jurisdiction, the authority for the officer to take action in recovering the prisoner will depend on authorization given from that jurisdictional law enforcement agency.
- M. Safety aspects of the transport require that the prisoner's right to communicate with attorneys will not normally be exercised during the period that the prisoner is being transported.
- N. When transporting a prisoner from one facility to another, upon arriving at the receiving facility the officer shall ensure the following:
 1. That he/she secures their firearm;
 2. Restraining devices are removed just prior to releasing the prisoner; and
 3. All paperwork necessary for the transport is presented and signed by the receiving facility.
- O. Whenever a prisoner is transported to a medical care facility for treatment, the prisoner shall be kept in sight whenever possible.
 1. If the prisoner is admitted to the hospital, the Rolla Police Department shall provide security as necessary.
- P. Whenever a prisoner who is transported to court is considered a security hazard, the judge shall be notified.

Section 2: Special Transport Situations

- A. Physically and mentally handicapped prisoners present conditions for their transport that dictate special care and attention.
- B. The type of vehicle used needs to be considered when transporting non-ambulatory prisoners or those requiring wheel chairs, crutches, or prosthetic appliances.
 1. It may be necessary to transport medicine, insulin, and other special items for certain prisoners.
 2. The on-duty watch supervisor will make the decision on how to transport non-ambulatory prisoners and if medicines may be transported.
- C. The safety of the prisoner and the transporting officer requires due care when transporting handicapped prisoners.
- D. If a prisoner becomes sick or complains of injury during transport, the arresting officer shall immediately seek medical attention.
 1. If the prisoner is already sick or complaining of injury incidental to the arrest prior to transport, the arresting officer will summon an ambulance for transport.
 2. If the prisoner becomes sick or complains of injury during transport, it will be the officer's discretion as to either transport or summon an ambulance.

- E. It should not be assumed that restraining devices (handcuffs) are not required on handicapped prisoners.
 - 1. A prisoner in a wheelchair or one who uses walking aids may not require the use of restraining devices in all instances; however, this prisoner should be treated no differently unless restraining the prisoner will interfere with his/her safety.
 - 2. It shall be the arresting officer's or transporting officer's discretion on applying restraining devices on handicapped prisoners.
- F. Restraining devices (handcuffs) may not be required on sick or injured prisoners, depending upon the nature of the sickness or injury.
 - 1. Once again, it shall be the discretion of the transporting officer as to whether restraining devices are used.
- G. If the situation should arise that an officer needs to transport a prisoner for special situations, such as visiting a critically ill person, attending a funeral, or attending the reading of a will, the transport officer shall ensure he/she is alert for escape or contact with others.

Section 3: Restraining Devices

- A. All arrested prisoners who are transported in a Rolla Police vehicle shall be restrained during transport, except as noted regarding handicapped, sick or injured arrestees.

(Rev. 5/13)

 - 1. The prisoner should be handcuffed or flex-cuffed with their hands behind their back.
 - 2. When transporting more than one prisoner, they shall each be handcuffed with hands behind their backs.

(Rev. 12/95)
 - 3. At no time will a prisoner be handcuffed to any part of the vehicle.
- B. Mentally disturbed prisoners may pose a significant threat to themselves and/or the transporting officers.
 - 1. Officers must ensure that those prisoners are secured properly so as not to cause injury.
- C. Anytime a prisoner is transported in a Rolla Police vehicles, the transport officer shall ensure that prior to placing the vehicle in motion the prisoner's safety belt is in place prior to placing the vehicle in motion.
 - 1. There are exceptions to this policy; however, if for whatever reason a prisoner cannot be restrained by a seatbelt it shall be documented in the written report.
- D. The use of leg restraining devices may be used on combative or subjects kicking at the officer. The use of leg restraining devices will be at the discretion of the arresting/transporting officer, and for officer safety purposes. Leg restraining devices include flex-cuffs and/or other leg restraining devices commonly known as leg-irons. At no time will a prisoner be "hog-tied" or placed in a facedown position while both their arms and legs are restrained behind their back. This may cause breathing difficulties or other injuries to the prisoner.

(Add. 11/21)

- E. Refer also to Special Order #551, “General Arrest Policy”, section entitled “Handcuffing.”
(Rev. 11/21)

Section 4: Transport Equipment

- A. Vehicles used primarily for transporting prisoners shall have the driver separated from the prisoner by a safety barrier.
- B. All vehicles used to transport prisoners shall have the rear doors disengaged from the inside. In other words, the door shall be fixed so it cannot be opened from the inside compartment.

Section 5: Documentation

- A. Each prisoner being transported from the Phelps County Jail must be positively identified as the person who is to be moved.
1. It shall be the responsibility of the transport officer to verify that the prisoner is the person described in the records.
- B. Anytime a prisoner is transferred to or from the Phelps County Jail or other facility, the transporting officer shall ensure they have in their possession the necessary documentation to complete the transfer of custody. This documentation shall include but is not limited to, copies of booking sheets, warrants, summons', copies of any commitment papers, medical records or information known to the officer, and an itemized list of the prisoner's personal property being transferred with them.
- (Rev. 11/21)
- C. Anytime a prisoner has a known history of escape or suicidal potential, this information should be noted on the jail card and/or booking sheet.

Section 6: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date August 6, 2024	<div style="text-align: center;"> Rolla Police Department <u>Special Order</u> </div>	Special Order # 983	
Original Issue Date November 1, 1989			
Title Collection and Preservation of Evidence		Classification II	No. of Pages 12

I. PURPOSE

The ability of a police agency to gather, preserve, and use evidence recovered during the investigation of a crime is often the determining factor in the success or failure of a criminal prosecution.

The purpose of this special order is to establish a procedure for the control and handling of evidence and other property confiscated, retrieved, found, stolen, etc., which is of great importance to the officer, Department, courts, etc. Failure to comply with rules of handling evidence and other property is a serious breach of police work.

II. POLICY

The Rolla Police Department shall hereby establish a policy defining the scope of collection and preservation of evidence. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Processing Evidence at the Scene

- A. The initial investigating officer shall have the responsibility of securing, protecting, and processing the scene of crimes. These responsibilities include: documenting all entries of persons into the scene; photographing, diagraming, and sketching the scene; protecting, collecting, requesting laboratory examinations; and preserving evidence.

(Rev. 6/20)

1. In certain circumstances, an Evidence Custodian, or another detective in his absence, may be called in by the duty officer to assume the responsibilities of processing the scene.

(Rev. 6/20)

- B. Methods used to process physical evidence in the field must preserve the condition of evidence seized.

1. Liquid samples such as blood, urine, or intoxicants, must be placed in proper containers and delivered to the Missouri State Highway Patrol Crime Laboratory or placed in the evidence refrigerator.

(Rev. 10/06)

2. Items that are wet from water, bodily fluids, intoxicants, or other liquid, need to be air dried and packaged in proper bags or cardboard containers.

(Rev. 10/06)

- a. Items retrieved from a body of water may need to be packaged in the same condition in which they were found. The item should be packaged while submerged so that the item is not exposed to the air.

(Add. 2/09)

- C. The Detective shall keep his assigned vehicle equipped to be used for the following purposes:
1. Recovery of latent fingerprints;
 2. Photography;
 3. Sketch of the scene; and
 4. Collection and preservation of physical evidence.
- D. Whenever photographs are not taken or where physical evidence is not recovered from the scene of a serious crime against a person or property, the officer assigned shall prepare a report explaining the reasons why.
- E. Perishable evidence such as fresh blood, bloodstained objects, other physiological stains and tissue, and biological materials should be submitted to the Missouri State Highway Patrol Laboratory as soon as possible.
1. If the Missouri State Highway Patrol Laboratory will not accept evidence without items from a known source for comparison purposes, evidence may be held in the evidence room pending collection of comparison items.
(Rev. 10/96)
 - a. If the Missouri State Highway Patrol Laboratory refuses any evidence, a report shall be made by the Evidence Custodian explaining why.
(Rev. 2/09)
- F. When applicable, evidence should be collected from an identified source that is suspected to be the originating source, to be sent to the MSHP lab for comparison purposes.
(Rev. 10/06)
1. The location from which samples from a known source are taken is critical where fractures have occurred, such as in the case of glass, wood, paint, and metal.
 2. Buccal swabs and fingerprints from suspects, witnesses, and victims will aid in the identification or elimination of contributing sources.
(Add. 10/06)
- G. Whenever a sketch of a crime scene is completed, the following basic elements shall be included:
1. Dimensions;
 2. Relation of the crime scene to other buildings, geographical features, or roads;
 3. Address, floor, or room number;
 4. Location of significant features of the scene, including the victim;
 5. Date and time of preparation;
 6. Name(s) of person(s) preparing sketch;
 7. Direction of North; and
 8. Location of items of physical evidence recovered.
 9. "Not to Scale" (Add. 10/06)
- H. A photograph is taken prior to an initial examination of an evidentiary item or prior to using a scale.

1. A scale is to be used in the field of view when objects are photographed so that exact sizes can be determined.
- I. Whenever a major case/scene is being worked, the assigned Detective shall be responsible for requesting laboratory examinations.
- J. Whenever a stolen vehicle is recovered by the Rolla Police Department, the Watch Supervisor shall ensure that the reporting agency, owner, and other appropriate persons receive prompt notification of the recovery.

(Rev. 2/09)

1. The Watch Supervisor shall also be responsible for ensuring that the vehicle and its contents be processed for items of evidentiary value, that the chain of evidence is maintained, and that the conditions of the release are specified.

Section 2: Electronic Evidence

(Add. 2/09)

This section applies to electronic evidence seized for the specific purpose of examination/analysis by trained personnel at a later time.

- A. Electronic Evidence - When an officer reasonably believes that a cell phone, computer, or other electronic device is involved in the crime being investigated, he/she shall take immediate steps to preserve the evidence.

1. Seizing Cellular Telephones

- a. Document the condition of the cellular phone with a camera, if available.
- b. Use Faraday bags, or approved evidence containers, for storage. If the cellular phone is accessible, the officer shall place it in "Airplane Mode" and/or remove the battery prior to placing it in a Faraday bag or approved container.
- c. Do not put multiple phones in a single container. Each cell phone should be treated as a single piece of evidence.
- d. Protective gloves will be worn while collecting cell phones for later DNA and/or fingerprint analysis.
- e. If the cell phone is off, leave it off.
- f. If the cell phone is on, leave it on.
- g. The officer will not perform any action to the phone to include scrolling through, manipulating buttons, accessing files, or altering the state of the phone, unless directed by someone trained in cell phone analysis/examinations.
- h. Attempt to find the data cable and software that came with the cell phone.

(Rev. 6/20)

2. Seizing Computers

- a. Document the condition of the computer with a camera, if available.
- b. Do not access any computer files.
- c. If the computer is off, leave it off.
- d. If the computer is on, photograph the active image on the computer's monitor.
- e. Unplug the power cord from the back of the tower. For laptops, remove the battery pack in addition to the power cord.
- f. Disconnect all cords and devices from the computer.

3. Seizing Storage Media

- a. Storage media is used to store data from electronic devices. Examples of storage devices include, but are not limited to:
 - 1. External hard drives
 - 2. Flash drives
 - 3. Thumb drives
 - 4. Optical discs
 - 5. Diskettes
 - 6. SD cards
 - 7. Memory sticks
- b. Document the condition of the storage device with a camera, if available.
- c. Collect instruction manuals, documentation, and/or notes.
- d. Keep away from magnets, radio transmitters, and other potentially damaging devices.

Section 3: Responsibility

- A. The Chief of Police shall designate a Department Evidence and Property Custodian, who will be referred to as the Evidence Custodian, as well as an Alternate Evidence and Property Custodian.
- B. The Shift Supervisors, Acting Shift Supervisors, and appropriate Division Commander shall be responsible for supervision of collection, preservation, and safeguarding of evidence and other property for their units; and for releasing such evidence and other property to the Department Evidence and Property Custodian for safekeeping and accountability.
- C. A staff member shall be designated to oversee the assigned Evidence Custodian and Alternate Evidence Custodian, and shall ensure proper storage, accountability, receipting, preservation, safeguarding disposition, and administering of evidence and property.

(Rev. 10/04)

- D. The officer confiscating, recovering, finding, etc. the evidence and/or property shall be responsible for the collection, preservation, and safeguarding of evidence and shall describe in detail the item and where it was found in his/her Police Report.

- E. The seizing officer shall mark the item for identification in the following method: (Rev. 10/06)
1. Small pieces of evidence need to be placed in manila evidence envelopes or in plastic containers; marked with the officer's initial, date, and complaint number; and tagged or taped.
- F. The evidence or property shall then be tagged with a bar code label: (Rev. 6/20)
- G. A Lab Analysis Request will be prepared for all items of evidence that are being submitted to the Laboratory. These items include, but are not limited to, all drug/narcotic seizures, latent prints, alcohol-related offenses where the liquid is in unsealed containers, etc. (Rev. 6/20)
1. A brief explanation and description of events leading up to the seizure will be documented in the Summary block of the Lab Analysis Request. (Rev. 6/20)
- H. It is the responsibility of each officer to account for all evidence and other property recovered, stolen, confiscated, or found. Retaining such evidence and property for private use shall not be tolerated.
- I. Officers and employees of this Department shall not touch the evidence another officer has seized unless required to do so.
- J. The seizing officer shall as soon as possible secure the item of evidence in the proper evidence lockers. (Rev. 10/04)
- K. Refrigerated items of evidence shall then be secured in the refrigerator outside of the Evidence Room. (Rev. 6/20)
- L. If any item of evidence requires special attention for processing or analysis, the seizing officer shall ensure that arrangements are made for the proper handling of that item.
- M. Whenever a new person in the "chain-of-custody" comes in control of the item, he will sign for the item and enter the other information on the required Chain-of-Custody Form.
- N. If the articles have been changed or altered (for example, by a scientist performing a scientific test), then such change or alteration must be explained to the Prosecuting Attorney so that the judge and/or jury are not misled.
- O. Chain-of-Custody gaps cannot be filled by a presumption of proper performance of officials. The signatures of all persons coming in control of the item must sign for the item at the time they receive control.
- P. The police have the burden of proof to show that the item being introduced into evidence is in fact the exact same item seized at the scene.
- Q. Anytime money is placed into evidence for any reason, it must be counted and documented by at least two officers. (Add. 5/07)
- R. All evidence seized shall remain in police custody until the Prosecuting Attorney releases control or until a Writ of Replevin is directed by a judge to release the item.

- S. The reporting officer shall ensure an accurate record of events that transpire at the scene in connection with the investigation.
1. The below-listed elements shall be included in the report as a minimum:
 - a. Date and time of arrival at the scene;
 - b. Location of the crime;
 - c. Name of victims, if known;
 - d. Name of suspects, if known;
 - e. All actions taken at the scene; and
 - f. Case file number.
- T. Anytime evidentiary photographs or videos are taken, the date, time, location, and case number shall be recorded.

Section 4: Storage (Non-Monetary Evidence)

(Rev. 5/07)

- A. The shift supervisor shall ensure the following:

(Rev. 10/04)

1. The item is properly secured until released to the Evidence Custodian.
2. The item of evidence is properly noted within the body of the Report of Investigation.
3. The item of evidence is properly marked for identification.
4. The item of evidence has an owner's name attached (if known).

(Rev. 4/30/94)

(Rev. 10/06)

5. The item of evidence shows the proper chain of custody.
6. The item of evidence is turned in to the Evidence Custodian for safekeeping and processing.

- B. All evidence and property will be stored in the Evidence Room and other areas, as approved by the Chief of Police, under control of the Department Evidence and Property Custodian.

- C. Officers WILL NOT store evidence or property at private homes, offices, vehicles, or other location not approved by the Chief of Police.

- D. All evidence will be placed into evidence lockers or temporary lockers prior to ending tour of duty. On those occasions where it is not practical to turn an item in before the end of the duty day, officers may store evidence and property temporarily (usually no longer than 5 days) in lockers "A" thru "C" provided adjacent to the Evidence Refrigerator, with the consent of the Shift Supervisor. Evidence lockers 1 thru 10 will not be used for the temporary storage of evidence.

(Rev. 10/04)

- E. Evidence and property stored in the Evidence Room shall be marked with the case number assigned to the investigation.

- F. All evidence and property will be stored in approved bags provided by the Department, and the bag will be marked with the appropriate case number.

Section 5: Storage (Monetary Evidence)

(Add. 5/07)

- A. An account shall be opened and maintained at a financial institution by the City of Rolla Finance Department for the purpose of storing non-antiquities evidence money. The account shall only be accessible for deposit or withdrawal by the finance personnel.
- B. The initial evidence seizing officer will submit the money to evidence as required per policy. Once the evidence is submitted and logged into the evidence room, the storage container will be opened (at a previously unsealed area) and money counted.
1. The counting persons will consist of an evidence custodian and any of the following people for the verification of the amount:
 - a. Evidence Officer
 - b. Detective Sergeant
 - c. Other Supervisor
 2. A Financial Evidence Form (Attachment A) will be completed as to this action, and the amount of the funds recorded. The envelope will then be resealed.
- C. After the second count has taken place, the envelope containing the money will be transferred, by an evidence custodian, to the Finance Department which will deposit the funds into the account after a third count has taken place by the finance representative, in the presence of the evidence custodian. A receipt will be given to and signed for by both parties (evidence custodian and finance representative). A copy of the receipt will then be placed in the tracking records for such purposes.
1. A supplemental report will be completed showing the funds deposited.
- D. Upon the release of any funds as ordered by the proper prosecutor or judge, and in accordance with RSMo 490.717, a check will be written to the requesting or receiving party of the funds from the Finance Department from the account. A receipt of this transaction will be given to the evidence custodian to place in the tracking records. The check will have the Rolla PD case number entered onto the face of the document to show that it was evidence of that case and was returned.
1. A supplemental report will be completed showing the return of the funds.
- E. In the event there would be a discrepancy in the accounting process, an internal investigation shall be conducted as deemed necessary per department policy. If a discrepancy does occur, a supplemental report will be completed to show what action was taken and the corrections that were made by all involved parties.

Section 6: Storage of Jewelry and High Value Items

(Add. 11/21)

- A. Anytime jewelry items are submitted to the evidence room, the evidence custodian will be responsible for securing the items in a safe within the evidence room. The evidence custodian will be the only person to have access to the safe.

- B. Other high value items, such as antiques, electronic items, stereo speakers, tools, and other items will be stored in a separate area within the evidence room. The evidence custodian, alternate evidence custodian, or other designated person will be the only people with access to this secure location.

Section 7: Storage of Firearms

(Rev. 12/21)

- A. Anytime firearms are submitted to the evidence room as evidence of a crime, caution will be used by the seizing officer to make sure that the weapon is rendered safe and unloaded prior to submission. Once the firearm is received into evidence, the evidence custodian will be responsible for securing the firearm in a designated area of the evidence room for safekeeping. Pistols and revolvers will be stored separately from long guns. The evidence custodian, alternate evidence custodian or other designated person will be the only people with access to this secure location.

Section 8: Seizing and Storing of Firearms (Non-Criminal in Nature)

(Add. 12/21)

- A. Officers of this department will not confiscate or seize any firearms from individuals for the sole purpose of depriving them of their right to legally possess a firearm. (Rev. 9/22)
- B. Officers may seize firearms for safekeeping purposes in non-criminal situations. These situations include but are not limited to: (Rev. 9/22)
 - 1. The firearm is discovered abandoned in a motel room. (Add. 9/22)
 - 2. The weapon is discovered abandoned in other public places such as a park, street corner, and etc. (Add. 9/22)
 - 3. The weapon is located during the inventory search of a vehicle subject to impoundment. (Add. 9/22)
- C. In the event a citizen wishes to voluntarily surrender a firearm for destruction purposes, the officer can take possession of the firearm and submit it to the evidence room pending destruction. In these situations, the officer will prepare a formal report documenting the surrender of the weapon, including the identity of the person surrendering the weapon(s), the make, model, and serial number of the weapon(s), and submit it to the evidence room for destruction.
- D. When the weapon is destroyed, a record of the destruction will be prepared by the evidence custodian and a copy of the destruction record will be maintained in the evidence room.

Section 9: Storage of Controlled Substances

(Add. 11/21)

- A. Anytime narcotics and controlled substances are seized by an officer as part of an investigation, caution will be used by the seizing officer to ensure that the controlled substance is properly packaged in an approved evidence container before submitting the item to the evidence room.
- B. For cases where controlled substances and drug paraphernalia are seized as part of the investigation, the seizing officer will package the controlled substance separately from the drug paraphernalia prior to submitting the items to the evidence room. (Rev. 08/24)
- C. For cases which require the submission of a controlled substance to a crime laboratory, a Laboratory Analysis Request Form will be completed by the seizing officer prior to submitting the items to the evidence room.

- D. When a controlled substance is received in the evidence room, the evidence custodian will be responsible for securing the item in a secure area within the evidence room. The evidence custodian, alternate evidence custodian, or other designated person will be the only people with access to this secure location.

Section 10: Release of Evidence and/or Property

- A. Property may be released to the lawful owner, if no evidentiary value exists for the property.
- B. Items of evidentiary value pending prosecution may be returned to the owner in accordance with Section 490.717 of the RSMo, upon approval from the Prosecuting Attorney.
(Rev. 10/06)
- C. Upon disposition of the case, evidence stored will be either destroyed, returned, or turned over to an appropriate entity by court order from a judge.
(Add. 10/06)
- D. Proof of ownership must be established prior to the release. This may be accomplished through sales receipts, titles, registrations, or any other proof which satisfies the releasing officers. In the absence of proof-of-ownership, property may be returned to the person from whom it was seized, if no other claimants are known and the property is not contraband or needed as evidence.
- E. All evidence or property held by the Rolla Police Department for more than six (6) months after the case has been disposed of, or that which has not been claimed by the owner or finder, or the owner has refused the return of said property, shall be disposed of in a manner deemed appropriate by the Chief of Police in accordance with Section 542 of the Revised Statutes of Missouri. The method of disposal includes, but is not limited to: the sale of the property at a public auction if legal to possess, the destruction of the property by the Rolla Police Department, or the designation of the property for use by the Rolla Police Department or other government entity.
(Rev. 11/21)
- F. All items of evidence and/or property under the control of the Police Department shall be supported by proper receipts and documentation.
- G. A criminal history inquiry will be made prior to the release of a firearm. A firearm will not be released to a person who by law is prohibited to possess a firearm.
(Add. 2/09)

Section 11: Record of Transfer (Evidence Laboratory Sheet)

- A. Chain-of-custody on all evidence and/or property shall be recorded and maintained through the use of a receipt system established herein. Receipts will describe in detail any evidence or property listed thereon and be completed in full.
- B. Evidence and/or property will not be stored, released, or transferred without a property receipt.
- C. A copy of all receipts will be maintained in the files of the case.
- D. The record of transfer of evidence shall include the following:
1. Date and time of transfer;
 2. Receiving person's name and functional responsibility;

3. Reason for transfer; and
 4. Name and location of the laboratory and examinations desired.
- E. Prior to submitting evidence to the laboratory, the Evidence Custodian shall ensure that the evidence is entered in the MSHP Lab Analysis Request On-Line Submission Form. (Rev. 6/20)
- F. Upon having the Evidence Laboratory Sheet returned from the laboratory, the Evidence Custodian shall ensure the following is noted:
1. Date and time of receipt in laboratory; and
 2. Name and signature of person in laboratory receiving the evidence.
- G. Results of laboratory analysis shall be in written form from the laboratory. Whenever verbal reports are provided, they should always be followed by a written report.

Section 12: Audit and Inventory of the Department Evidence Room

(Rev. 12/21)

- A. The Evidence Custodian will be responsible for conducting an annual audit of all property that is contained within the custody and control of the Rolla Police Department. These audits will be performed once per calendar year and the results will be submitted to the Chief of Police through the Commander of Investigative Services.
- B. The Commander of Investigative Services will be responsible for conducting periodic audits of property contained within the custody and control of the Rolla Police Department to ensure that there are no discrepancies in the storage, dissemination, or disposal of property, and to identify potential issues that need to be corrected. The audits will be conducted at least twice per year and the results will be submitted to the Chief of Police.
- C. Anytime a new employee assumes the role as the department Evidence Custodian, a complete inventory will be conducted of all property contained within the custody and control of the Rolla Police Department. The audit will be conducted jointly by the incoming and outgoing evidence custodian's and the audit will be verified and signed off on by both individuals. The results of the audit will be submitted to the Chief of Police through the Commander of Investigative Services.

Section 13: Training

- A. Training in crime and accident-scene processing is provided as part of an officer's initial field training.
- B. Patrol officers have a key function to perform and will receive, at a minimum, familiarization training in the following subjects.
 1. Potentialities and limitations of examination of physical evidence;
 2. The role and function of the Detective and the Patrol Officer at the scene of the crimes;

3. Collection methods and procedures regarding fingerprints, footprints, blood, fibers and fabrics, weapons, hairs, paint, glass, tool marks, and the requirements for collection of materials from a known source for comparison purposes;
 4. Preservation methods of various forms of evidence;
 5. Maintenance of the chain-of-evidence, marking, custody, and records;
 6. The crime or accident scene sketch;
 7. Crime or accident-scene photography; and
 8. Crime or accident-scene records.
- C. Specialized training will be provided to all Police Detectives who will be responsible for crime-scene processing.
1. Refresher training will be provided for investigative personnel in crime-scene processing as a component of the in-service training program.
- D. A Detective will be available on a 24-hour basis to respond to major crime scenes.
- E. Whenever the service of crime/accident-scene specialists are required, the on-duty Watch Supervisor shall ensure that the scene is preserved until their arrival.
- F. The Detective or the Traffic Investigator can only be called upon by the on-duty Watch Supervisor with the approval of the Duty Officer (or any other staff member in his absence).
- (Rev. 10/04)

Section 14: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 3:F:1-4 "File number...Officer's name."

Section 3:G "An approved ...item of evidence."

Section 3:H:1:a-d "Sex of the offender...examination requested."

Section 7:E:1-2 "Name of officer...time of submission."

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1001	
Original Issue Date June 30, 2020			
Title Volunteers In Police Service		Classification III	No. of Pages 2

I. PURPOSE

The Rolla Police Department Volunteers in Police Service program is an official Departmental program. The value and importance of developing a culturally diverse Volunteer work force comprised of community members who match their skills with departmental needs. The program is instituted in an effort to improve Police community relations by developing a spirit of cooperation and partnership and to become a model of volunteer programs within the City of Rolla. The Rolla Police Department hereby establishes the Volunteers in Police Service component within the Police Department organization and will be organized under the purview of the Commander of Support Services.

II. POLICY

The Rolla Police Department establishes the following standard operating procedure for the purpose of detailing policies, procedures and regulations related to the Volunteers in Police Service. It is the responsibility of every VIPS volunteer to have knowledge of all policies, procedures and regulations contained in this Special Order.

This Special Order is for internal use only and it does not enlarge the volunteers' criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Goals and Objectives

With the current economic situation and ever-tightening budget requirements, the partnering of community members with Law Enforcement is more important than ever. This program is designed to achieve the following:

- A. To provide support and resources for the Department in developing a volunteer program for citizens who wish to volunteer their time and skills with a community law enforcement agency. The program's ultimate goal is to enhance the capacity of the Rolla Police Department's ability to accomplish their mission through the use of qualified volunteers.

Section 2: Selection Process

- A. Anyone interested must fill out a VIPS Application and submit to a thorough background investigation, records check, polygraph, and be approved by the Chief of Police.

Section 3: Duties and Assignments

- A. VIPS volunteers may be assigned a wide variety of duties and assignments as the need arises, but most recurring duties will be classified in the following divisions:

- 1. Administrative

2. Citizen Patrol
3. Investigations

- B. VIPS volunteers will be required to satisfactorily complete any and all training specific to their duties. This training may be offered in-house by members of the VIPS team, given by officers or staff of the Rolla Police Department, or attendance at other agencies or organizations for completion.

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1002	
Original Issue Date December 31, 1991			
Title Vacation Security Checks		Classification III	No. of Pages 2

I. PURPOSE

As part of the Rolla Police Department's commitment to crime prevention and public service, we extend to the citizens of Rolla this Vacation Security Check program. We are charged to prevent and suppress crime and to solve crime once it occurs. We shall attempt to suppress and detect crime to the utmost of our ability.

II. POLICY

The Rolla Police Department hereby extends a service to the residents of the city of Rolla to make periodic checks of their homes or businesses during the absence of the caretaker. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Vacation Security Checks

- A. Citizens requesting this service must complete a Vacation Security Check form prior to leaving on vacation (See Attachment A).
- B. The service of Vacation Security Checks is extended and intended to be used when a citizen of the city of Rolla is away from his/her place of business or residence on a bonafide vacation or emergency.
 1. This service is not intended to be used by realty companies that have a vacant home on the market for sale.
 2. The maximum length of time that a security check is offered is one month. The number of security checks offered per year is limited to two (2). Exceptions may be made on a case by case basis, with the approval of the Chief of Police.
- C.. The VIPS Division will be responsible for providing the security checks in accordance with the procedures outlined in the VIPS Procedural Instruction Manual.

(Rev. 2/09)

(Add. 5/13)

Section 2: Authority

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

None

<i>Effective Date</i> July 7, 2021	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1003	
<i>Original Issue Date</i> July 7, 2021			
<i>Title</i> Community Relations		<i>Classification</i> III	<i>No. of Pages</i> 3

I. PURPOSE

The purpose of this policy is to establish uniform guidelines for community resources provided by the Rolla Police Department.

II. POLICY

It will be the policy of the Rolla Police Department to develop and implement proactive community oriented programs. This department is committed to promoting positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

It will be the responsibility of all Department members to familiarize themselves with the community outreach programs of the Department and actively participate and support these programs to ensure their successful operation. This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Organization

- A. The Chief of Police or his designee will designate a member of the Department to serve as the community relations officer. The Volunteers in Police Services Coordinator has been designated as the community relations officer for this department and reports directly to the Commander of Professional Standards.
- B. The majority of the Rolla Police Department's community relations programs are conducted under the guidance of the Volunteers in Police Services Coordinator. Other department personnel may be assigned, manpower permitting, to assist in conducting these programs.

Section 2: Procedures and Responsibilities

- A. To accomplish the goals and objectives for the Rolla Police Department as it relates to community relations, the VIPS Coordinator will ensure the following functions are complied with:
 1. Maintain a liaison with interested community groups through correspondence and periodic meetings if requested.
 2. Participate with concerned citizens in forming special interest groups, such as Neighborhood Crime Watch.

3. Act as a liaison between the Rolla community, local organizations and the Rolla Police Department.
 4. Attend public meetings, if invited, which address any law enforcement concerns voiced by the community.
 5. Attend selected crime prevention workshops, seminars, and training as practical.
 6. Develop educational crime prevention presentations relating to specific crimes as needed.
- B. The VIPS Coordinator may be responsible for the following programs as assigned, if/when those programs are current, established and operating based on resources, need and recruitment:
1. **Neighborhood Watch Program** - Engage in cooperative relationships with the community in order to educate and employ citizen participation in the prevention of crime.
 2. **Crime Prevention Surveys** - Arrange in-person crime prevention surveys to identify possible safety and security improvements for residents and businesses within the community at the direction of the Chief of Police.
 3. **Child Safety Talks** - Provide safety-related talks to children of varying age groups.
 4. **Police Appearances at Community Events** - As requested/invited, make appearances at various community events, safety fairs, National Night Out, etc.
 5. **Community Outreach** - Participate in various outreach programs to strengthen community relations. This includes but is not limited to participation in Law Enforcement Torch Run for Special Olympics, other programs benefitting Special Olympics, and other not-for-profit organizations.
 6. **Citizens Police Academy** - Developed to promote understanding and cooperation between the police department and the people it serves.
 7. **Police Department Facility Tours** - Provide group tours of the police department facilities to different civic and student groups.
 8. **Police Officer Hiring/Recruiting Events** – Serve as the department representative at regional job fairs and recruiting events to attract and hire police recruits as positions become available.
 9. **School Education and Safety Programs** – Serve as the point of contact for school officials when requesting educational and safety programs to include but not be limited to Internet Safety Education Programs, Reading Programs, and youth mentoring.
 10. Serve as coordinator for the Rolla Police Department's Youth Cadet Program and Police Explorer Program
 11. Maintain updated crime prevention materials and make them available to the public.
 12. Other community policing and public relation assignments and events at the direction of the Chief of Police or his designee.

Section 3: Authority

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date March 25, 2025	Rolla Police Department <u>Special Order</u>	Special Order # 1004	
Original Issue Date April 6, 1989			
Title Media Log Report		Classification II	No. of Pages 5

I. PURPOSE

Informing the public through the news media of matters that are of direct concern and responsibility of the Police Department is necessary and desirable in the Department's role as a public service agency.

II. POLICY

It is the policy of the Rolla Police Department to release information that is a matter of public information in a uniform and consistent format. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Media Log Report Format

- A. The Media Log Report is automatically generated through the Department's Computer Aided Dispatch (CAD) and includes both police and fire calls.

(Rev. 10/00)

- B. The preliminary information should be entered into CAD by the assigned officer.

(Rev. 10/96)

1. All CAD calls require, at the very minimum, a brief description of what took place, regardless of whether a report was officially generated as a result of the call. The only exceptions to this are for the following call types:

- a. Vehicle lockouts
- b. Escorts
- c. Distribution
- d. Assist - School Crossing
- e. Z-Checks (unless something significant is discovered as a result of the check)
- f. Alarms (unless something significant is discovered as a result of the call)

2. The following list of names shall not be shown on the log due to the fact of confidentiality:

- a. The names of juveniles
- b. The names of crimes against person victims. (This does not include business establishments.)
- c. The name of any person killed unless the next of kin has been notified.

- d. The name of any person who has been arrested, if the release of that information would jeopardize the investigation as determined by the Chief of Police or the Prosecuting Attorney.
 - e. The name of any person who has been arrested and placed on a 24-hour hold or released pending charges.
 - f. The name of any person involved in a traffic accident.
- C. Burglaries and larcenies will have an entry that indicates the following data, if the information is available.
 - 1. A description of the item stolen.
 - 2. Value of the item(s) stolen.
 - 3. How the entry was made (forced, unsecured, etc.)
- D. Destruction of property entries shall have the following data, if the information is available.
 - 1. The description of the item(s) damaged.
 - 2. The value of the item(s) damaged.
 - 3. The amount of damage done to the item.
- E. Log entries will be made on all of the following crimes and incidents:
 - 1. All founded crimes
 - 2. All traffic accidents
 - 3. All fires (city and rural)
 - 4. All arrests
 - 5. All investigations of incidents in which formal reports are made.

Section 2: Officer Report Examples

A. Sick Case

- 1. Received a report of a (nature of sickness) at (location) where a (male/female), (age) of (City, State), was transported to (location) by (manner in which taken), where (he/she) was (disposition).
- 2. Disposition: Treated and released, admitted for treatment, sought own treatment, pronounced DOA by (Dr. Name).

B. Suicide (Attempted)

- 1. Received a call for police at (location) where (male/female), (age) of (City, State), was found to be (condition at scene). (He/She) was (disposition).

C. Sex Crime

1. Officers responded to the (block range by 100's) of (street name) for a report of a sex crime. Upon arrival, officers discovered that a (male/female), (age), of (City, State), was the reported victim of a sex crime.

(Rev. 5/08)

D. Auto Theft (Stealing 0/\$500 Auto)

(Rev. 10/04)

1. A male/female), (age) of City, State), was the reported victim of an auto theft, whereas (his/her) (secured/unsecured), (year, make, model) vehicle was stolen.

E. Fugitive Arrest

1. (Name) (age), of (City, State) was arrested on (jurisdiction of warrant) for (offense). Subject was (disposition).

F. Arrest

1. Officers responded to the (block range by 100's) of (street name) and arrested (name), (age), of (city, state), for (violation). (Name) was (disposition).

(Rev. 5/08)

G. Traffic Accident/Private Property Traffic Accident

(Rev. 5/08)

1. Officers responded to the (block range by 100's) of (street name) for a motor vehicle accident. Vehicle #1, a (year, make, and model) owned by (an adult male) of (city, state), which operated by (an adult male) of (city, state). Vehicle #2, a (year, make, model), owned by (an adult male) of (city, state), which was operated by (an adult female) of (city, state). The accident occurred when (very brief description of what happened). There was (minor/moderate/major) damage to Vehicle #1, and (minor/moderate/major) damage to Vehicle #2. There (were/were not) reports of injuries at the scene. (Describe injuries, if any, and state in which vehicles the injuries occurred)

(Rev. 5/08)

2. Injuries should be described as what is diagnosed by a physician or what the chief complaint of the victim is at the time of the accident.

H. Juvenile Arrest

1. Officers responded to the (block range by 100's) of (street name) and took a juvenile, (age), of (city, state) into custody for (violation). The Juvenile was (disposition).

(Rev. 5/08)

I. Burglary (Business)

1. Officers responded to (name of business) for a report of a burglary. Upon arrival, officers discovered that (business name) was the reported victim of a burglary whereas (description of items) valued at (value in dollars, i.e. \$100) were taken without the owner's consent.

(Rev. 5/08)

J. Burglary (Residence)

1. Officers responded to (block range by 100's) of (street name) for a report of a burglary. Upon arrival, officers discovered that a (male/female), (age), of (city, state) was the reported victim of a burglary whereas (description of items) valued at (value in dollars, i.e. \$100) were taken without the owner's consent.

(Rev. 5/08)

K. Stealing

1. Officers responded to the (block range by 100's) of (street name) for a report of a stealing. Upon arrive, officers discovered that a (male/female/business) (age) of (city, state) was the reported victim of a stealing whereas (description of items) valued at (value in dollars, i.e. \$100) were taken without the owner's consent.

(Rev. 5/08)

L. Traffic Stop Arrest

(Add. 6/20)

1. Officers arrested (name), (age,) of (city, state), in the (block range by 100's) of (street name) for (violation). (Name) was (disposition).

M. Shoplifting/Leave Without Pay

(Add. 5/08)

1. Officers responded to (name of business) for a report of a stealing. Upon arrival, officers discovered that (business name) was the reported victim of a stealing whereas (description of items) valued at (value in dollars, i.e. \$100) were taken without the owner's consent.

N. Robbery

(Add. 5/08)

1. Officers responded to (name of business, or block range by 100's if incident occurred outdoors) for a report of a robbery. Upon arrival, officers discovered that (business name, or male/female & age if personal victim) was the reported victim of a robbery whereas items valued at (value in dollars, i.e. \$100) were forcefully taken without the owner's consent.

O. Harassment/Telephone Harassment

(Add. 5/08)

1. Officers responded to the (block range by 100's) of (street name) for a report of a harassment/telephone harassment. Upon arrival, officers discovered that a (male/female), (age), of (city, state) was the reported victim of a harassment/telephone harassment.

P. Fraud

(Add. 5/08)

1. Officers responded to the (block range by 100's) of (street name) for a report of a fraud. Upon arrival, officers discovered that a (male/female), (age), of (city, state) was the reported victim of a fraud. Value of loss is (value in dollars, i.e. \$100).

Q. Arson/Property Damage

(Add. 5/08)

1. Officers responded to the (block range by 100's) of (street name) for a report of an arson. Upon arrival, officers discovered that a (male/female), (age), of (city, state) was the reported victim of an arson whereas their (property) was (describe the damage). Value of loss is (value in dollars, ex. \$100).

R. Assault/Domestic Assault/Fight (Add. 5/08)

1. Officers responded to the (block range by 100's) of (street name) for a report of a (violation). Upon arrival, officers discovered that a (male/female), (age), of (city, state) was the reported victim of a (violation).
2. If an arrest was effected, add: (Name), (age), of (city, state) was arrested for (violation) and (disposition).

S. At the conclusion of the log entry, the officer or primary responding unit's identification will be noted.

Section 3: Media Log Dissemination (Add. 10/98)

A. The Night Shift shall be responsible for posting the Media Log to the department's Facebook page, daily.

(Rev. 6/20)

Section 4: Authority

A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1005	
Original Issue Date August 17, 1992			
Title Communicable Diseases		Classification II	No. of Pages 7

I. PURPOSE

The purpose of this policy is to provide guidelines for law enforcement officers in preventing the contraction of communicable diseases.

The required duties and responsibilities of Department members subject them to health risks through exposure to potentially communicable diseases of varying degrees of severity.

Members can reduce the health risk level by being well informed on communicable diseases, HIV, AIDS, and other infections; practicing medically approved precautions; and properly utilizing available disease barrier equipment.

II. POLICY

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Employee Responsibilities

- A. The policy of the Rolla Police Department is to safeguard, to the highest degree possible, Department employees and the public who come in contact with people who have, or are suspected of having, a communicable disease without sacrificing essential services to the community or individual citizens.
- B. Employees are always responsible for treating people fairly and humanely. When handling or assisting persons with medical afflictions, employees bear the additional responsibility of being especially sensitive towards the person's condition and to treat the person with the same dignity reserved for all people with whom we have contact.
- C. Information in records (e.g., test results) regarding an employee or arrestee with HIV or other communicable disease is confidential. Access to such information is limited to only staff who have a legal need to know. Disclosures of any information except as required by law must not be made unless the expressed written consent of the person is obtained.

(Rev. 10/04)

Section 2: Definitions

- A. Exposure: Any situation where the possibility exists that an individual or object may have been contaminated by body fluids of an individual suspected of being infected with a communicable disease.
- B. Contamination: Physical contact with or transfer of body fluids from one individual suspected of being infected with a communicable disease to another. The transfer of such body fluids to an item of equipment such as a patrol vehicle or a detention cell shall also constitute exposure.

- C. Body Fluids: Liquid secretions including blood, semen, and vaginal or other secretions that might contain these fluids such as saliva, vomit, urine, or feces.
- D. Communicable Disease: Those infectious diseases that are transmitted through contact with the body fluids of an infected individual.
- E. Infectious Disease: Includes all communicable diseases, as well as air-borne diseases such as tuberculosis.

(Rev. 4/98)

- F. Bloodborne pathogen: Pathogenic microorganisms that are present in human blood and can cause diseases in humans. These pathogens include, but are not limited to: Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

(Add. 4/98)

Section 3: Procedures

A. Supplies

1. The appropriate Division Commander shall ensure that adequate supplies are available for communicable disease control.
2. The appropriate Division Commander will be responsible for the inventory of supplies for communicable disease control. He will also initiate re-ordering procedures before supplies become depleted. Shift Supervisors are responsible for ensuring dissemination of these supplies to all officers.
3. Officers using supplies stored in police vehicles are responsible for reporting the use to the supply officer and replacing them in accordance with the operations manual.

(Rev. 6/96)

B. Custody Procedures

1. Since medical history and/or examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used. This approach is recommended by the centers for disease control and is known as "Universal Precautions."
2. Extreme caution is to be used during the search of homes, vehicles, and persons of suspected drug users. This will help prevent accidental skin punctures. Extreme caution must also be used when reaching into areas that are not visible.
3. After the completion of the task or search where protected disposable gloves were used, they are to be removed with caution, placed in a plastic bag, and securely sealed. Depending on the circumstances, the officer shall place the sealed bag into a designated "Contaminated Item Receptacle" at the Department or dispose in the appropriate manner at the hospital.
4. Whenever it is necessary to transport a subject who has blood or bodily fluids present on his person or clothing, the supervisor shall be notified. Ambulances should be summoned when transport to a health care facility is necessary.

(Rev. 4/98)

(Rev. 6/20)

5. Subjects with bodily fluids present on their persons should be transported separately from other subjects. Officers will inform communications when a subject is transported alone.
6. Officers have an obligation to inform other support personnel (fire fighters, paramedics, sheriff deputies, detox personnel, etc.) whenever change or transfer of custody occurs and the subject has blood or bodily fluids present on his person, or if the subject has made a voluntary statement that he has a communicable disease.
7. Subjects taken into custody with blood or bodily fluids on their persons shall be taken directly to and placed in a designated holding area for processing. The area should then be posted with a "Do Not Enter" sign.

(Rev. 6/20)

8. Officers are to indicate on the appropriate arrest forms when a subject taken into custody makes a voluntary statement that he has a communicable disease. Notations will be made in accordance with paragraph I below.
9. Officers responding to a call where a complainant is alleging that he has been intentionally infected with a communicable disease shall summons a supervisor to respond to the scene.

C. Vehicle Maintenance

1. Disinfection procedures shall be initiated as soon as possible when a police vehicle requires maintenance after blood or other bodily fluid discharges.
2. A supervisor shall be notified, and the vehicle will be taken or towed to the Rolla Police Department Salle Port as soon as possible.

(Rev. 6/96)

3. Police personnel will implement disinfection procedures where appropriate.

(Rev. 6/96)

4. Recommended disinfection procedures are as follows:
 - a. Affected vehicles shall be immediately designated by the posting of an "Infectious Disease Contamination" sign upon arrival at the service center and while awaiting disinfection. Signs will be available at the service center.
 - b. Protective disposable gloves will be worn during all phases of disinfection. Officers are to make certain the gloves are not torn before they attempt to begin any phase of the disinfection process.
 - c. Service personnel shall remove any excess body fluids from the vehicle with an absorbent cloth, paying special attention to any cracks, crevices or seams that may be holding excess fluid.
 - d. A broad spectrum activity virucidal-germicidal solution, such as one part household bleach to ten parts water shall be prepared precisely according to the prescribed standard. The affected area shall be cleansed with the virucidal-germicidal solution and allowed to air dry for ten minutes.

- e. All disposable contaminated cleaning items shall be placed in plastic bags and placed in the designated "Contaminated Item Receptacle." Subsequent to the cleaning of the police vehicle, the "Infectious Disease Contamination" sign shall be placed in the same receptacle.

D. Cell Contamination

1. "Do Not Enter" tape shall be immediately placed on the cell. (Rev. 5/13)
2. The supervisor will be responsible for ensuring that the cell will be properly disinfected or sealed off.
3. Recommended disinfection procedures to be followed are the same as for vehicle disinfection procedures above.

E. Handling and Storage of Property and Evidence

1. Evidence containing suspected blood or other bodily fluids is to be handled with gloves. If the stain or sample is dry, it shall be placed in a paper bag. A proper evidence tag, and evidence processing request, and a special label is to be affixed to the outside of the package. If the evidence consists of a syringe and needle, the needle portion is to be made safe by wrapping with tape so that the sharp point is covered and is blunt. The needle/syringe is to be placed in a proper container so that it can be seen by persons handling the evidence. The bag is to be tagged with an evidence tag, a processing request, and a special label. It should be noted that if the needle/syringe is to be processed for latent fingerprints, the plastic bag may hinder this activity.

Remember, the safety of police personnel is of utmost importance. Liquid samples either should be collected as liquid and stored in a bottle or, if located on clothing or similar materials, should be air dried and packaged as described above.

2. Always wash thoroughly with soap and water after handling any item suspected of being contaminated with blood or other bodily fluids. Wash even if you have worn gloves.
3. Persons working in areas for extended periods of time where blood or other bodily fluids have been shed (for example, crime-scene personnel working for protracted periods of time at homicide scenes) are to wear anti-contamination clothing such as suits, masks, boot covers, and gloves.
4. Property section personnel will adhere to a precise regimen when handling, processing, and storing potentially infectious disease-contaminated evidence/property.
5. Any clothing or evidence known to be contaminated with suspected Bio-Hazard, HIV, Hepatitis B, or other communicable diseases will be placed in a specified area and clearly labeled. The label will indicate, "Known HIV", "Possible Hepatitis B", etc.

(Rev. 10/04)

6. All bloody clothing will be treated as if it is contaminated.
7. All bloody clothing or evidence, and sacks containing the clothing or evidence, will be handled with protective disposable gloves.

8. The supply officers will furnish protective disposable gloves to officers, detectives, or others handling bloody clothing while in the property section.
9. Any clothing known or suspected to be contaminated with any communicable disease, bloody, or not, will be handled by supply section personnel only after those persons are wearing protective disposable gloves.
10. The evidence custodian shall wash his hands thoroughly with germicidal soap after handling any possibly contaminated clothing or evidence.
11. All property for disposal shall be kept in sealed color coded plastic bags and placed in the communicable disease receptacle in the property section. These items will be disposed of in accordance with established procedures for this type waste.

F. Property Contamination

1. When department issued or personal property is contaminated by blood or bodily fluids in the line of duty, officers will place the items in a sealed color coded plastic bag and deliver it to the Division Commander over Supplies for disinfection. The officer will inform the Division Commander that communicable disease contaminated items are transferred to their custody.
(Rev. 6/20)
2. If supply section personnel determine that effective disinfection procedures are not practical, officers will leave the property with supply personnel for disposal and direct a letter through the chain of command to the Chief of Police for replacement of the item(s). The letter should include:
 - a. The circumstances by which the property became contaminated.
 - b. The name of the officer in the supply section who confirmed that disinfection procedures were not practical, and
 - c. Whether any person was charged with destruction of public or private property as a result of the contamination.

G. Line-of-Duty Exposure to Communicable Disease or Contaminated Materials.

1. In case of a High-Risk exposure, the employee shall notify their supervisor immediately and respond to the City appointed health care provider. The effectiveness of treatment is reduced after two hours, and becomes almost ineffective after twenty-four hours.
(Add. 10/04)
2. An attempt should be made to obtain consent from the subject to be tested for communicable disease at the City's expense. If the subject refuses consent, such refusal shall be documented in the supervisor's portion of the injury packet.
(Add. 10/04)
3. If facts exist which would indicate that the source subject is HIV positive, such as statements made by that subject or a family member, and consent for HIV testing is refused, a search warrant should be executed upon the individual to obtain a blood sample for HIV testing.
(Add. 10/04)

4. Incident reports will be prepared when officers have cause to believe that they have had high-risk exposure during line-of-duty activity. Examples of high-risk exposure are:
 - a. The handling of bloody or wet items, where scratches, cuts or open sores are noticed on the area of contact.
 - b. Direct contact with bodily fluids from a subject on an area where there is an open sore or cut.
 - c. Direct mouth-to-mouth resuscitation (CPR).
 - d. The receiving of a cut or puncture wound as a result of searching or arresting a subject.
5. A supervisor will be contacted and an incident report detailing the extent of exposure will be completed.
6. In addition, the following will be completed by the supervisor:
 - a. Employee Work Injury Report
 - b. Direction to the employee to report to the appropriate medical facility for evaluation/direction by a doctor.
7. In case of a Low Risk exposure, or if the degree of exposure is unknown, the employee shall notify their supervisor as soon as is practical. The employee may respond to the City appointed health care provider for evaluation if he/she so desires.

(Add. 10/04)

H. Infectious Disease Training

1. The department training officer shall be responsible for disseminating updated information concerning infectious diseases and coordinating additional roll call and/or in-service training dealing with this subject material.

Section 4: Authority

This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 3:A “Supplies will include...germicidal cleaner.”

Section 3:F:3 “The supply officer...change of clothing.”

Section 3:H “Record Keeping/Confidentiality of Information”

<i>Effective Date</i> June 30, 2020	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1006	
<i>Original Issue Date</i> September 1, 1992			
<i>Title</i> Rolla Police Explorers		<i>Classification</i> III	<i>No. of Pages</i> 14

I. PURPOSE

The Rolla Police Department Law Enforcement Explorer Program is an official Departmental program which was approved by motion of the City Council of Rolla, Missouri, on July 6, 1992.

II. POLICY

The Rolla Police Department establishes the following standard operating procedure for the purpose of detailing policies, procedures and regulations related to Law Enforcement Explorer Post #170 of this Department.

It will be the responsibility of every Explorer and Officer to have knowledge of all policies, procedures and regulations contained in this Special Order.

This is for internal use only; it does not enlarge the Officer's or Post Member's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Goals and Objectives

With the expansion of community policing, Law Enforcement Exploring is viewed as a viable youth outreach program. This program has been designed to achieve the following:

- A. To further the Explorer's education, character building, and leadership development by providing members with a basic knowledge of the field of law enforcement, and to serve as a potential recruitment tool for future men and women in law enforcement.
- B. To serve as a community relations effort between police and youth and between youth and the community.
- C. To be utilized as a service group within the community to assist with security, crowd control, traffic direction, drug resistance education programs, and community services.
- D. To enhance Explorer preparation for future roles as citizens and community members.
- E. To provide supplemental support, allowing officers to concentrate on the most important aspects of their jobs.
- F. To adopt an Explorer's Code of Ethics for all Law Enforcement Explorers to abide by. (See Attachment A.)

Section 2: General Organization

- A. The basic unit of the Law Enforcement Explorer Program is the Post.
- B. The agency representative for the Rolla Law Enforcement Explorer Post shall be the Chief of Police or Staff designee.

(Rev. 6/20)
- C. The Post shall have at least one Rolla Police Officer assigned as a sponsor representative, hereafter referred to as the Post Advisor, who shall be appointed at the discretion of the Chief of Police.
 - 1. The Post Advisor is responsible for maintenance of the program, including:
 - a. Applicant recruitment and processing.
 - b. Supervision of Post training, meetings, and activities.
 - c. Provide field work experiences.
 - d. Maintain liaison with local Boy Scouts of America.
 - e. Maintain liaison with the Department
 - f. Perform such other tasks as required by the program.
- D. The Post shall have at least two Associate Post Advisors who shall be appointed at the discretion of the Chief of Police.
 - 1. The Associate Post Advisors shall assist the Post Captain and other officers with their duties in the absence of the Post Advisor.

Section 3: Post Membership Statement

- A. Applicants for the position of a Rolla Police Department Explorer must meet the following criteria:
 - 1. Be at least fourteen (14) AND have completed 8th grade, but not more than twenty (20) years of age.

(Rev. 10/09)
 - 2. Be enrolled in an official educational program or possess a high school diploma.
 - 3. Maintain a satisfactory school program grade average equal to not less than a "C" without excessive absence or discipline.

(Rev. 6/20)
 - 4. Be of good moral character with no juvenile/criminal record to include all arrests.
 - 5. Be of sound health and possess no physical deficiency which would deter the Post member from a law enforcement career.
- B. Each Explorer under the age of eighteen (unless emancipated) shall have parental approval which includes signatures by the Explorer and his/her parents or guardians on a general liability release form. Such form shall be maintained by the Rolla Police Department in each Explorer's personal file.

(Rev. 6/20)
- C. Each Explorer will be expected to successfully complete a 2-month probationary period and successfully complete 40 hours of training, public relations programs, or post-related work functions and an evaluation process. Must also pass the 10-codes and phonetics test as well as core training within one year.

Section 4: Post Command Organization

- A. Members of the Rolla Police Explorers are distinguished by rank which is assigned in terms of responsibility within the chain-of-command. The descending order of rank in the Explorer Post is as follows:

- * Captain
- * Sergeant
- * Corporals (2)
- * Cadet

(Rev. 6/20)

- B. Duties of Post Officers

1. The Captain, or designee, shall organize and preside over all meetings, act as Post liaison with the Post Advisor, and coordinate duties of the officers.

(Rev. 6/20)

2. The Committee Chair shall coordinate monthly activity with the Post Advisor, maintain activity and training records, and manage and report the Post program planning calendar.

(Rev. 6/20)

3. The Sergeants shall be responsible for the esprit de corps, ensure that each member is ready for duty assignments with proper equipment and uniform, and see to it that all orders from superior officers are carried out in a timely fashion.

- a. The Sergeants shall keep all Post records on attendance of meetings, take minutes of all meetings, be responsible for Post correspondence, and keep an updated list of all Explorer members complete with addresses and telephone numbers.

- C. Appointment of Post Officers shall take place at the beginning of a new year or as determined by the Advisor with Committee approval.

(Rev. 6/20)

- D. The Post shall organize and maintain an Explorer Screening Board comprised of:

- * Post Advisor
- * Post Captain
- * Committee Chair
- * Post Sergeant (1)
- * Explorers (2) selected by Post Captain

(Rev. 6/20)

1. Applicants are to be screened and selected by the Officer Screening Board after the completion of a background investigation by advisors or committee.

(Rev. 6/20)

- E. Should an officer vacate his position before his term is completed, the Post Advisor may appoint a qualified Explorer member to fill that office.

- F. Explorers shall in all cases address other Rolla Police Department Explorer Officers by rank title and follow procedure established by chain-of-command.
- G. Any officer may be removed from office at the discretion of the Post Advisor.
 - 1. An Explorer who for any reason loses or relinquishes membership in the program shall immediately return all Post-issued property to the Post Advisor.
 - 2. Equipment issued by the Post remains the property of the Post, and failure to return such property could result in legal action, to include criminal charges.

(Rev. 6/20)

Section 5: Personnel Matters

The regulations and procedures which follow deal with the conditions which Explorers must meet to maintain a current membership in the Explorer Post. Violations of any of these regulations may result in grounds for disciplinary action.

- A. Each Explorer's residence shall be within a reasonable distance from the Post's normal meeting location as determined by Advisor/Committee.
- B. Explorers are responsible for maintaining a current address and telephone/cell number on file with the Post, and promptly informing the Post of any change, even if only on a temporary basis.
- C. Explorers shall maintain a level of fitness which will allow them to perform their duties effectively.
 - 1. Explorers may be required to submit to an examination by a physician at the direction of the Chief of Police.
- D. All Explorers will report for assigned responsibilities at the appointed time, and will be physically and mentally fit to perform their duties.
 - 1. They will be properly equipped and will make themselves aware of any information necessary for proper performance.
- E. Explorers shall not be absent or tardy at any Post meeting or activity without receiving permission from one of the following:
 - * Post Captain
 - * Post Sergeant
 - * Post Advisor

(Rev. 6/20)

- F. Explorers shall report within a twenty-four (24) hour period, in memo form:
 - a. any disciplinary actions that take place within school setting, to the Post Advisor. These disciplinary actions include: after school detention, in school detention/suspension, out of school suspension, and expulsion. The memo will explain the type and reason for the disciplinary actions.

(Add. 10/03)

- b. any arrest or cited traffic violation.

(Add. 10/09)

Section 6: Explorer General Conduct

- A. Explorers actions when on and off duty shall not bring discredit to themselves, the Department, the community, or the Boy Scouts of America.
- B. Explorers will perform their assigned responsibilities to the best of their ability and in accordance with Department directives.
- C. Explorers will at all times be courteous to the public, exercising patience and discretion.
- D. Explorers will promptly obey any lawful orders of a superior officer.
 - 1. Should any lawful order be given by a superior officer conflict with any previous order or published directive, the Explorer shall respectfully bring this conflict to the attention of the superior officer. The superior officer who issued the conflicting order will take any necessary steps to correct the conflict, and assume responsibility for the Explorer's actions while carrying out this order.
- E. Explorers will not make any statements on behalf of the Rolla Police Department or the Boy Scouts of America for publication or broadcast concerning the plans, policies, or administration of this Department or the Boy Scouts of America unless authorized to do so by the Chief of Police.
- F. Explorer members must be prepared by study, training, and self discipline to meet the responsibilities of police service.
- G. Explorers will maintain a neat, clean appearance.
 - 1. The Explorer haircut should deviate no more than minimally from the Rolla Police Department regulation haircut standards.
 - 2. Female Explorers shall wear their hair in such a manner that it does not fall beyond collar length.
 - 3. Uniforms shall be kept clean, well pressed, and in good condition.
- H. Explorer members shall not use tobacco or vapor smoking devices in any form while in regulation uniform.
- I. Explorer members shall not participate in any recreational activity while in regulation uniform.
- J. Explorer members shall not accept a bribe or engage in any acts of extortion or other means of obtaining money or property through their position with the Rolla Police Department's Explorer program.
 - 1. Post program donations are acceptable, and this section shall not be construed to mean such donations cannot be accepted.
- K. Explorers shall not accept or solicit any fee or compensation growing out of the performance of official duties without the permission of the Chief of Police.

(Rev. 6/20)

- L. Explorer members shall not fraternize with officers or any member of the Rolla Police Department.
- M. Explorers shall not recommend or suggest the name of employment of any person, firm, or corporation to act as attorney, counsel, or bondsmen.
- N. Explorers shall not harass, verbally abuse, or threaten any citizen or fellow Explorer who files a complaint against them or any other Department personnel.
- O. Explorers shall refer citizen requests for official information, assistance, or complaints of any nature to the proper resource or to the Post Advisor.
- P. Explorer members shall strictly follow orders issued by supervising Police Department personnel, and strictly adhere to Departmental rules and regulations.
- Q. Explorers shall never violate state laws or municipal ordinances in regard to use, possession, or consumption of alcohol or illegal narcotics.

(Rev. 6/20)

- R. Explorers shall not have in their possession any controlled substances, narcotics or hallucinogens except when legally prescribed by a physician or dentist.
 - 1. An Explorer shall notify the Post Advisor when he/she is taking prescribed medication.

- S. Members of the Rolla Police Department are distinguished by rank, which is assigned in terms of responsibility with the chain-of-command. Explorers shall in all cases address Rolla Police personnel by rank title, and follow procedures established by the chain-of-command.

- 1. The descending order of rank within the Rolla Police Department is as follows:

- * Chief
 - * Captain
 - * Lieutenant
 - * Staff Sergeant
 - * Sergeant
 - * Corporal
 - * Detective
 - * Senior Patrol Officer
 - * Patrol Officer

(Rev. 10/98)

- T. Explorers shall report within a twenty-four (24) hour period, in memo form, to the Active Post Advisor, any type Missouri Uniform Complaint Summons or other type citation issued to them by any law enforcement agency.

(Add. 10/03)

Section 7: Discipline

- A. Violations of the directives of this policy or any violations of other official Departmental directives or orders may be grounds for initiating disciplinary procedures.
- B. Complaints specific to Explorers whether originating from a citizen, fellow Explorer, Departmental personnel, or an officer shall be routed to the Post Advisor.

1. The Explorer shall be informed of the charges and permitted to provide an explanation or comment on the charges.
2. If illegal activity is involved, the Explorer will be given every right due any other person in the context of a criminal investigation.
3. Explorers may be relieved from active duty status pending the outcome of the complaint process.

C. Disposition of Complaints

1. Upon completion of the review of the complaint charges, the matter will be classified as:

- a. Exonerated - the alleged conduct occurred but was lawful and proper;
- b. Unfounded - the complaint was false or unfounded;
- c. Not sustained - sufficient evidence to prove or disprove the allegation was not found; or
- d. Sustained - the allegation was supported by proper and sufficient evidence.

- D. If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation and the Explorer's past record, such action could include but not necessarily be limited to the following disciplinary sanctions:

- * Verbal reprimand
- * Written reprimand
- * Suspension
- * Loss of privileges
- * Lowering of rank
- * Termination from the Explorer Post

- E. Explorers will be promptly notified of any proposed disciplinary actions, which will become a part of that Explorer's permanent record.

- F. Complaints against Explorers which allege criminal violations will be grounds to bring criminal charges, but will not serve to prevent the internal disciplinary process of the incident.

- G. Explorers will answer fully all questions regarding the official investigation of any complaint, and cooperate with the internal investigation and disciplinary process.

1. Explorer statements made involuntarily in the Department's internal investigation will not be admissible in a criminal prosecution.

- H. Any disciplinary actions shall be open to appeal through the following process:

1. Chief of Police
2. Citizens Advisory Board

Section 8: Uniform and Equipment Regulations

- A. New Explorer Post members shall be required to serve thirty (30) days active status prior to receiving authority to order and wear the prescribed Explorer Post Uniform.
 - 1. During the first thirty (30) days of Post membership, Post members will be required to complete their assigned duties in casual attire that is neat in appearance.
 - 2. Jeans, T-shirts, etc. are not acceptable attire when working routine police duty in the field or in the station.
- B. Upon completion of thirty (30) days membership, Explorers will be uniformed and shall conform to those regulations concerning Department uniform wear.
- C. Explorers are responsible for wearing the proper and complete Post uniform in the following prescribed manner, except when working in an assignment which requires them to be out of uniform.

- 1. Class A (Parade/Meeting Uniform)

(Rev. 6/20)

- a. Shirt - The shirt shall be a light blue uniform shirt. The shirt shall be tailored in such a way as to minimize blousing.
 - 1. The shirt shall be pressed in military style.
- b. Tie - A long, dark blue, clip-on tie shall be worn with the long-sleeve shirt along with the standard uniform tie clasp.
- c. Trousers - Explorers shall wear dark blue trousers of the same quality as the uniform shirt.
 - 1. Trousers shall be pressed with sharp creases.
- d. Belt - The belt shall be black with a conservatively styled buckle.
- e. Socks - The socks shall be black or navy blue.
- f. Footwear - Black, plain, round-toed, hard-soled shoes or boots are to be worn.
 - 1. Footwear shall always be highly polished.
- g. Jacket - Any dark blue jacket may be worn so long as the color does not contrast with the uniform.
- h. Sleeve Patches - The regulation RPD Explorer Patch shall be worn on each shoulder of the uniform shirt.

(Rev. 6/20)

- 1. The Official Law Enforcement Explorer Patch shall be worn on the left upper chest.

(Rev. 6/20)

- i. Nameplates - Nameplates shall be worn on the uniform shirt centered above the right breast pocket at all times.

- j. Whistle - A whistle shall be carried and attached to the uniform by a silver whistle chain worn on the right uniform pocket.
- k. Optional Equipment which may be worn with prior approval of the Post Advisor includes:
 - * Flashlight rings
 - * Key chains
 - * Nylon duty gear
 - * Radio holder

(Rev. 10/09)

2. Class B (Work Events)

(Rev. 6/20)

- a. The Class B uniform shall consist of the following:

- * Blue department polo top/gray PT tops
- * Khaki cargo pants (5.11 style)
- * Black boots
- * Black belt

(Rev. 6/20)

Section 9: Equipment

- A. Explorers are neither expected to utilize nor carry firearms or non-lethal weapons such as chemical mace or batons.
- B. Explorers will carry required personal equipment while on duty. This includes the following:
 - * Notebook
 - * Black ink pen
 - * Cell phone
- C. Explorers will utilize Department-owned equipment only for its intended purpose in accordance with established Departmental procedures, and will not abuse, damage, or lose that equipment.
 - 1. Losing, damaging, or wasting Department property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action and replacement value, as directed.
- D. Explorers will immediately report any damage to Departmental property or equipment assigned to them, and will report any inoperative, defective, or hazardous equipment which comes to their attention.
- E. Explorers will turn in all Department-owned equipment assigned to them upon termination, resignation, or aging out.

(Add. 6/20)

(Rev. 6/20)

(Rev. 6/20)

Section 10: Explorer Access to Police Headquarters

- A. Members of the Police Explorer Post shall be in Police Headquarters only while on duty.

- B. No Explorer shall be inside the Rolla Police Department after the hour of 11:00 p.m. during any non-school period and 10:00 p.m. during the school period without the Advisor's or Shift Supervisor's knowledge and permission.
(Rev. 6/20)
- C. Explorers shall not gain access to the Detective Bureau, Communications Center, Records Division, or Staff Offices without the permission of the Shift Supervisor unless in the company of an officer.
(Rev. 6/20)
- D. Explorers shall not be allowed to work in the Communications Center until a two-month probationary period with the Post has been completed.
(Rev. 11/01)
- E. Explorers shall not loiter in the Police Station under any circumstances.

Section 11: Explorer Time Sheets

- A. Explorers shall fill out and turn in the Explorer Time Request Form (Attachment C) no later than 24 hours from the time of activity, including the following functions:
- * Regular monthly Explorer meetings
 - * Special training exercises
 - * Special lecture programs
 - * Ride-Along
 - * Dispatch
 - * Special assignments
 - * Attendance at regular Departmental training sessions
 - * Parade duty
- (Rev. 10/09)
- B. Explorers turning Time Request Forms in after the 24-hour deadline will not be credited for that time.
- C. Time listed on the Time Request Form should be in regular time. For example, 2 hours and 30 minutes should read 2-1/2 hours.
1. The time should be rounded off to the nearest one-half hour.
- D. Explorers shall turn the slip in to the Post Advisor for approval and signature.
(Rev. 10/09)
- E. Explorers turning in false Time Request Forms shall subject themselves to discipline.
(Rev. 6/20)
- F. Explorer total monthly hours will be available at regular meetings and will be included in the monthly oral report.
(Rev. 6/20)

Section 12: Ride-Along Program

The purpose of the Ride-Along Program is to give the Explorer an opportunity to better understand the function of the police officer in law enforcement and to broaden the Explorer's knowledge of basic procedures in order to assist the officer as directed.

A. Ride-Along Program guidelines include the following:

1. The Explorer must be 15 years of age or older and must be approved by the Post Advisor or Associate Advisor.
2. The following forms shall be completed and filed at the Rolla Police Department.
 - a. Hold Harmless Agreement (See Attachment B.)
 - b. A notarized statement of consent and limitation of liability signed by the Explorer AND the parents or legal guardian of the Explorer, unless the Explorer is 18 or emancipated. (See Attachment D.)

(Rev. 6/20)

3. Explorers will not under any circumstances be allowed to carry a firearm while participating in the ride-along program or any other Explorer function.
4. Explorers must have successfully completed the 12-hour training program and not be on probation.

(Rev. 11/01)

5. The Explorer may ride a maximum of thirty-two (32) hours per month; a minimum of four (4) hours and a maximum of eight (8) hours per day.

(Rev. 11/01)

- a. Explorers may ride along only between 0800 and 2200 hours. Exceptions may only be granted by a member of Staff.

(Rev. 6/20)

- b. Advisors have the option of rewarding Explorers with additional monthly ride-along hours.

(Rev. 6/20)

6. Explorers will ride only with the officer or Advisor to whom he or she is assigned by the Shift Supervisor. Explorers must ride with an officer of the same gender.

(Rev. 6/20)

7. Explorers must report to the Shift Supervisor fifteen (15) minutes prior to scheduled ride-along time.

(Rev. 6/20)

8. The Post Advisor shall maintain a log of times, dates, and activities for each Explorer Ride-Along.

B. The Explorer may fulfill various duties as determined by the ride-along officer. These may include:

- * Traffic/Crowd Control
- * Operate Radio
- * Assist Motorist
- * Complete routine paperwork which will not be used in any court action.
- * Protect Crime Scene
- * Act as an interpreter

- C. At no time will the Explorer be at risk or used in dangerous or undercover activities, in accordance with the Boy Scout of America's policy on covert operations. Examples: An Explorer shall not:
(Rev. 6/20)

1. Interview/interrogate witnesses or suspects.
2. Participate or be left in control of the arrest of any prisoner.
3. Leave the police vehicle unless instructed by the assigned officer.
4. Be armed in any manner.
5. Sign any arrest, offense, or accident reports, traffic citations, or other legal documents (unless as a witness to an incident)

(Rev. 6/20)

6. Assist in providing cover for any possible crime in progress.
7. Drive police patrol vehicles.
8. Ride with any vice, narcotics, or organized crime division.

- D. An Explorer must follow the procedure for high risk calls as follows:

1. In case of a high risk call, the officer shall return the Explorer to the station or stop at the first convenient location and radio the position of the Explorer so another unit can effect a pickup while the dispatched officer proceeds to the assignment.
2. In case of an immediate emergency, the Explorer will remain in the police vehicle as an observer until the officer advises that the situation is safe.

- E. An Explorer shall be assigned to officers who meet the following criteria:

1. An officer must have at least one (1) year of experience.
2. The officer must have no compromising disciplinary action on file.
3. The officer must be familiar with the Explorer policy. (Rev. 10/98)

- F. Each Explorer shall complete training on the proper procedures for Ride-Alongs, including training in the areas of:

- * Daily operations of a Police Officer
- * Post Guidelines
- * Familiarization with Police Vehicle and Equipment
- * Dress and Equipment Requirements
- * Specific Ride-Along Duties
- * Conduct Requirements
- * Note taking/report writing
- * Geographic orientation of the area
- * Communication and radio procedures

Section 13: Response to Resistance (AKA Use of Force)

(Rev. 6/20)

1. Explorer members are not law enforcement officers and shall not exercise police powers nor shall they engage in any use of force unless otherwise directed by the police officer in charge. Any Explorer who participates in any arrest with an officer where use of force is exercised in the performance of his duties shall be required to immediately contact the Post Advisor and make a written report detailing the incident prior to going home.

Section 14: Core Training Programs

- A. Explorer training shall include but not be limited to the following:

- * Crime Prevention
- * Criminal Law
- * Crisis Intervention
- * Firearms Safety (See Section 12)
- * Crime Scene Search/Preservation
- * Drugs and Alcohol
- * History of Law Enforcement
- * Traffic and Crowd Control
- * Note Taking and Report Writing
- * Explorer Safety
- * First Aid
- * Ethics
- * Interpersonal Skills

Section 15: Firearms Training Program

Explorers of this Department shall adhere to the following firearms training procedures:

- A. Training and competition is permitted for timed, slow, and rapid fire, for pistol, rifle, and shotgun.
(Rev. 6/20)
- B. All shooting activities shall be conducted under the supervision of a Department Firearms Instructor or any certified instructor from any state or federal agency.

Section 16: Trips and Outings

- A. At least two adult leaders are required for all trips and outings. One Advisor per every 3-4 Explorers is preferred.
(Rev. 6/20)
- B. Adult female leadership is required at all functions where female youth are involved.
(Rev. 6/20)
- C. Boy Scouts of America Tour permits shall be filed as required by Boy Scouts of America rules for trips planned outside the Department's jurisdiction.

Section 17: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 2:B "The Post shall...against him/her."

Section 8:C:1:h "Brass - Ranking officers of...silver in color."

Section 8:C:1:l "All Boy Scouts of America...insignia standards."

Section 12:E:4 "The officer must possess....for future reference."

Effective Date March 8, 2023	Rolla Police Department <u>Special Order</u>	Special Order # 1007	
Original Issue Date November 22, 1989			
Title Maintaining Order/Domestic Violence		Classification I	No. of Pages 14

I. PURPOSE

(Rev. 8/95)

The purpose of this special order is to establish guidelines, responsibilities, and procedures for domestic violence intervention.

II. POLICY

(Rev. 8/95)

It shall be the policy of the Rolla Police Department to view domestic violence as a serious crime. Therefore, this department will take a proactive response to safeguard victim's rights, provide victim assistance, and utilize arrest as a deterrent to future violence. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting. The goals of this policy are to:

- * Reduce the number of domestic violence incidents and victim injuries;
- * Reduce the number of repeat calls for domestic incidents;
- * Obtain more prosecutions in domestic violence cases;
- * Provide increased sensitivity, assistance, and protection to the victims of domestic violence and their children;
- * Increase cooperative efforts with the courts, prosecutors, and victim service agencies in achieving a reduction in domestic violence;
- * Reduce civil liability.

Section 1: Domestic Violence Procedures

A. Definitions

1. "Abuse", includes but is not limited to the occurrence of any of the following acts, attempts, or threats against a person who may be protected under RSMo sections 455.010 to 455.085:
 - a. "Assault", purposely or knowingly placing or attempting to place another in fear of physical harm and/or purposely or knowingly causing physical harm to another with or without a deadly weapon;
 - b. "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;
 - c. "Harassment", engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another adult and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner. Such conduct might include, but is not limited to:
 1. Following another about in a public place or places;

2. Peering in the window or lingering outside the residence of another; but does not include constitutionally protected activity;
- d. "Sexual assault", causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, or duress;
- e. "Unlawful imprisonment", holding, confining, detaining or abducting another person against that person's will;
2. "Adult", any person seventeen years of age or older or otherwise emancipated;
(Rev. 11/97)
3. "Court", the circuit or associate circuit judge or a family court commissioner;
(Rev. 10/04)
4. "Ex Parte Order of Protection", an order of protection issued by the court before the respondent has received notice of the petition or an opportunity to be heard on it;
5. "Family" or "Household Member", (Victim), spouses, former spouses, adults related by blood or marriage, adults who are presently residing together or have resided together in the past, an adult who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and adults who have a child in common regardless of whether they have been married or have resided together at any time;
(Rev. 10/04)
6. "Full Order of Protection", an order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard;
7. "Order of Protection", either an Ex Parte Order of Protection or a Full Order of Protection;
8. "Petitioner", a family or household member who has been the victim of a stalking, who has filed a verified petition pursuant to the provisions of RSMo Section 455.020;
(Rev. 10/04)
9. "Respondent", the family or household member or adult alleged to have committed an act of stalking, against whom a verified petition has been filed;
(Rev. 10/04)
10. "Victim", same as "Family or household member". See Definition #5.
11. "Child", a person under 17 years of age.
(Add. 11/97)
12. "Stalking", when an adult purposely and repeatedly harasses or follows with the intent of harassing another adult. As used in this subdivision, "harasses" means to engage in a course of conduct directed at a specific adult that serves no legitimate purpose that would cause a reasonable adult to suffer substantial emotional distress. As used in this subdivision, "course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct".
(Add. 10/04)

Section 2: Telecommunicator (Communication Center) Responsibilities

- A. Because the telecommunicator is likely to be the first person to receive the call, he or she is a key person in determining the type of response.
- B. The telecommunicator shall assign the call to a responding unit and back-up unit. To assist the responding officers, the telecommunicator shall determine as much information as possible and provide that information to the officer so that the officer can safely and adequately respond to the call. The information gathered (particularly names) shall be documented in the CAD call, as time permits.

(Rev. 5/13)

- 1. Who is complaining?
- 2. Is the crime (incident) in progress?
- 3. Is a weapon involved?
- 4. Are there any weapons in the residence or on the property?

(Add. 4/10)

- 5. Has the caller or anyone else at the address been injured? Is an ambulance needed?
- 6. Name and location? At this point, if there is evidence of injury or weapon, or major threat of violence, dispatch a police unit immediately (and ambulance, if needed). Keep the complainant on phone if possible and obtain additional information.
- 7. Assailant's whereabouts? If not known, obtain direction of travel and elapsed time. Does the assailant have access to any weapons?

(Rev. 4/10)

- 8. Were alcohol or drugs involved?
- 9. Have there been any previous history of reports of domestic abuse?

- C. Listen for background noises that assist in evaluating the threat level (screams, shouts, threats, breaking glass and furniture). These sounds will raise the potential danger level and can help provide the probable cause required.
- D. If it is safe for the caller, maintain telephone contact until the officers arrive in order to monitor the incident and provide support to the victim. Advise the victim of the intended department response. Use crisis intervention skills.

(Rev. 5/08)

- E. The dispatcher shall provide the responding officer with as much information as possible to identify the victim at the scene.
- F. Check the history of this address through the CAD system and any names through the records management system.

(Rev. 6/20)

- G. Assign priority of call.

1. All domestic violence calls should be assigned a priority no lower than the same standard for response to an alleged incident of abuse, or any offense involving strangers.
2. IMMEDIATE RESPONSE priority MUST be assigned if any of the following factors are present:
 - a. The caller indicates that violence is imminent; or
 - b. A protection order is in effect; or
 - c. The caller indicates that incidents of domestic violence have occurred previously between the parties.

Section 3: Patrol Responsibilities

- A. Response to call: Priority of response to domestic violence calls will be no less than if the call involved strangers. Immediate response will be assigned the call when the caller indicates that violence is imminent, or a protection order is in effect, or the caller indicates that incidents of domestic violence have occurred between the parties in the past. Obtain all available information from the dispatcher before arriving at the scene.

■ [REDACTED]
[REDACTED]
[REDACTED]

■ [REDACTED].

■ [REDACTED]
[REDACTED]

■ [REDACTED]

■ [REDACTED]
[REDACTED]

■ [REDACTED]
[REDACTED]
[REDACTED]

- H. Initial contact with occupant(s)

1. Identification: Identify yourselves as police officers by name, give an explanation of police presence, and request entry into the home (when conditions permit). If the complainant is home, ask to see him or her.
2. Consent search: Officer may enter and conduct 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 freely and voluntarily given. A spouse can consent to the search of premises used jointly by both the husband and wife. This is also true if man and woman are only cohabitants; however, if one of them exercises sole control over part of the premises, the other cannot give valid consent to search the part. If two people have joint ownership of a place or

thing, either one may give a valid consent, unless both are present and one refuses. In this case, no search can be completed without a search warrant.

(Rev. 4/10)

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

■ [REDACTED]

5. Once inside, establish control by:

- a. Inquiring about nature of dispute.
- b. Identifying disputants.
- c. Being aware of potential weapons in surroundings.
- d. Determining if person(s) are in other rooms (children and 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).
- e. Listening for spontaneous statements.

6. Protecting the victim

- a. Officers must protect the victim from further abuse. Separate from assailant, administer first aid, and arrange for medical attention of victim if hurt.
- b. Victim can sustain internal injuries to the stomach, breast area, portions of the head covered by hair, and the back. Pregnant women are often hit or kicked in the stomach. The absence of external injury does not mean the victim has not been assaulted.

- c. If victim appears injured and yet refuses medical assistance, carefully document any observed injuries, as well as the refusal of medical attention.

7. Interviewing the disputants

- a. Ensure safety and privacy by interviewing victim in a separate area away from the assailant, witnesses, and bystanders.
- b. Critical to the success of the interview is the police officer's manner. Officers must show interest through effective listening and remain aware of non-verbal communication signals.
- c. Officers shall attempt a low key approach in domestic violence cases, projecting the role of mediator/helper rather than that of authority. Maintain good eye contact through natural, spontaneous glances. (Fixed gazes or staring increases the fear and hostility). A relaxed stance, along with appropriate facial and head movements, demonstrates interest and encourages the victim to continue speaking.
- d. 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 tension.
- e. After the parties ventilate their emotions, and while still separated, the officer(s) should ask about the details of points for clarification and summarize the stated accounts, allowing the parties to point out anything that may be misrepresented.

8. Interviewing witnesses

- a. Witnesses to the incident - children, other family members and neighbors - should be interviewed as soon as possible.
- b. These witnesses also may be in significant emotional crisis.
- c. If witnesses provide information about prior assaults, document the incidents to help establish a pattern.
- d. Children of disputants should be interviewed with care and kindness. Sit, kneel, or otherwise be at their level when speaking to them. Signs of trauma and apparent healing of abuse wounds should be noted.
- e. As communications between domestic violence shelter staff and victims are privileged and confidential, the officer must receive a written waiver from the victim to speak with shelter staff (RSMo 455.220).

(Add. 10/04)

9. Officers shall provide information and assistance to abused parties as required by Section 6. VICTIM ASSISTANCE SERVICES of this order.

10. Arrest decisions (Complete Revision 10/04)

- a. When a law enforcement officer has probable cause to believe a party has committed a violation of law amounting to abuse or assault, as defined in RSMo 455.010, against a family or household member, the officer should arrest the offending party. When the officer declines to make arrest, the officer shall make a written report of the incident completely

describing the offending party, giving the victim's name, time, address, reason why no arrest was made and any other pertinent information. Any law enforcement officer subsequently called to the same address within a twelve-hour period, who shall find probable cause to believe the same offender has again committed a violation as stated in this subsection against the same or any other family or household member, shall arrest the offending party for this subsequent offense.

- b. When a law enforcement officer has probable cause to believe that a party, against whom a protective order has been entered and who has notice of such order entered, has committed an act of abuse in violation of such order, the officer shall arrest the offending party-respondent.
- c. Upon investigation of a domestic violence situation, the officer shall evaluate the circumstances surrounding the incident and determine if probable cause exists to initiate an arrest. Arrest is the preferred response, although not the only alternative, to family violence because arrest offers the greatest potential for ending the violence.
- d. Refusal of a victim to sign an official complaint against the offender(s) shall not prevent, nor shall it be a consideration, in a law enforcement officer's decision to arrest.

11. Gathering evidence

- a. Physical evidence takes three forms in domestic violence cases; the injuries of the victim, evidentiary articles that substantiate the attack, and the crime scene itself.
- b. Victim's account of injuries sustained can be corroborated by a medical examination.
- c. The investigating officer will see that photographs are taken of visible injuries on the victim and make those photographs available for prosecution.
- d. Photographing the crime scene to show that a struggle occurred is preferred; if not possible, make a written description of it.
- e. All articles of evidence should be collected as in other investigations.

12. Documenting the incident

- a. A report will be written in ALL domestic disturbance cases. A CAD Card report will be acceptable reporting format for all domestic VERBAL disturbances only. A narrative report is required for those disturbances that involve violence, threats of violence, or violations of ex-parte or full orders of protection.

(Rev. 4/12)

- b. All calls dispatched as "domestic abuse" remain call typed as such unless the change is approved by a supervisor and documented within the report.

(Add. 10/04)

- c. The report will include, as a minimum, the following information:

- 1. Facts and circumstances of the incident;
- 2. Victims statement as to the number of prior calls for police assistance;

3. Victim's statement as to the frequency and severity of prior incidents of abuse by the same abuser; and
 4. Disposition of the investigation.
- d. In accordance with RSMo 455.543, homicide and suicide situations must be specifically reviewed to determine whether the incident was related to domestic violence as defined by RSMo 455.200. This determination must then be written into the case records by the investigator (RSMo 455.540), documented on the required form, and submitted to the Missouri State Highway Patrol "without delay" (RSMo 43.500).
- (Add. 10/04)
- e. Upon investigation of a domestic violence situation, the officer shall evaluate the circumstances surrounding the incident and determine if probable cause exists to initiate an arrest. Arrest is the preferred response, although not the only alternative, to family violence because arrest offers the greatest potential for ending the violence.
- f. Officers shall make a physical, custodial arrest if any of the following circumstances exist. Evidence of:
1. Assault
 2. Abuse of child
 3. Harassment/Threats
 4. Sexual Abuse/Assault
 5. Unlawful imprisonment
 6. Violation of orders of protection, any other court order, or child custody order.
- g. Refusal of a victim to sign an official complaint against the offender(s) shall not prevent, nor shall it be a consideration, in a law enforcement officer's decision to arrest.
- h. Identifying the offender(s)
1. When an officer makes an arrest he is not required to arrest all parties involved in an incident when all parties claim to be victims. The arresting officer shall attempt to identify and arrest the party(s) he believes to be the physical primary aggressor(s). The term, "Physical Primary Aggressor" is defined as the most significant, rather than the first, aggressor(s). If the primary physical aggressor is absent upon officers arrival, the crime will be investigated and application for warrant made.
 2. Under no circumstances shall a law enforcement officer(s) of this agency use the threat to arrest all parties involved for the purpose of discouraging requests for law enforcement intervention.
 3. An arrest will be required if officers are called to the same address a second time within a 12-hour period, and there is probable cause to indicate that the same subject is the abuser.

Section 4: Orders of Protection

- A. When a person advises an officer that an order of protection pertaining to the suspect has been issued, the officer shall attempt to ascertain if such an order is on file with the department.
- B. Certified copies of the orders of protection sent to the department by the court shall be filed so that they are accessible on a 24 hour basis to all field and patrol officers. Orders of protection are filed within the Communications Center for easy access. The officer shall check with the department to verify: A) that a certified copy of the order is on file; B) that the order has not expired; and C) what the exact terms of the order are for a particular individual at a particular location.
- C. Officers shall arrest when there is probable cause to believe that the subject of the order of protection has violated the order.
- D. Violators shall be arrested for a violation of the terms of the order which may include criminal trespass in the first degree or any other violations charged.
- E. If the violator is not present when the officer arrives, the officer shall investigate the incident and, if probable cause exists, the officer and/or the department will apply for an arrest warrant.
- F. If an order for protection has not yet been served or cannot be verified to have been served;
 - 1. The incident will be handled per department Domestic Violence Policy.
 - 2. The officer will serve a copy of the order to the suspect (if at the scene).
- G. Equal enforcement of Orders of Protection from foreign jurisdiction shall be provided.

(Add. 10/04)
- H. It is the policy of this Department to assist citizens by supplying information necessary to obtain an ex-parte order or a full order of protection. The following information shall be supplied to anyone requesting it:
 - 1. Any adult (17 or over or otherwise emancipated person) who has been subject to abuse by a parent or a former adult household member, may seek relief by filing a verified petition charging such abuse by the respondent.

(Rev. 11/97)
 - 2. An adult's right to relief shall not be affected by his leaving the residence or household to avoid abuse.
 - 3. An individual who is filing a petition seeking an order of protection shall not be charged a filing fee.
 - 4. An order of protection shall not be the basis for a change in the custody when a divorce action has been brought or custody has been previously ordered by a court.
 - 5. When the Circuit Clerk is not available, this act may be filed before any Circuit or Associate Circuit Judge in the city or county having jurisdiction.

6. An Ex-Parte Order of Protection shall be in effect until the time of the hearing. A hearing shall be held no later than 15 days after the filing of a petition.
 7. A Full Order of Protection may then be issued not to exceed 180 days. A second Full Order of Protection can be renewed for an additional 180 days.
 8. The court shall have the respondent served with this notice within 5 days of the hearing.
 9. A copy of this order shall be issued to the petitioner and to the local police.
 10. All conditions and/or limitations will be specified on the order.
- I. It is the policy of this Department to uphold all orders of protection issued by the proper authority during the period of time they are in effect.

(Rev. 4/10)

1. When an officer has probable cause to believe that a violation of an effective order of protection has occurred, he shall have the authority to arrest the respondent whether or not the violation occurred in the presence of the arresting officer.
 2. Violation of the terms and conditions of an Ex-Parte Order of Protection, of which the respondent has notice, shall be a Class "A" misdemeanor.
 3. The violator shall be arrested when probable cause exists, and shall be transported to the Phelps County Jail where he/she shall be booked for either of the following and released to the custody of the Sheriff's Department, as the violation constitutes a State violation.
 - a. Violation of Ex-Parte Order of Protection;
 - b. Violation of Full Order of Protection.
 4. A complete report of investigation and officer actions shall be completed.
 5. Prior to arresting a suspect, the officer shall contact the Telecommunicator and determine if the order of protection is in effect, by means of checking the dates.
 - a. If the officer has evidence that the plaintiff and respondent divorced after the issuance of the order, then the officer shall not arrest the respondent under the authority of the order of protection.
 6. Only the named respondent may be arrested for violation of these protection orders.
- J. Restraining Orders and Peace Bonds
1. The Prosecuting Attorney's Office does not file restraining orders or peace bonds.
 2. An individual seeking a peace bond or a restraining order will have to contact a private attorney to obtain guidance in this matter, as it is civil and not criminal.
 3. If a specific crime has been committed, then a formal complaint can be made through the Prosecuting Attorney's Office for a warrant application, but if no crime has been committed, then the parties involved will have to seek civil relief.

4. When officers of this Department are asked about peace bonds or restraining orders (not to be confused with orders of protection), they shall direct the interested party to contact a civil attorney of his/her choice.

Section 5: Reporting Requirement

- A. When an officer responds to a call of domestic violence, a report is required. The report will include:
 1. Facts and circumstances of the incident including any complaint or signs of injury.
 2. Victim/Witness statements of previous incidents and/or prior request for police assistance.
 3. Assistance provided to the victim/dependents.

Section 6: Employee Involved Domestic Violence Incidents

(Add. 3/23)

- A. When an officer responds to a domestic violence situation involving a department employee, the incident will be handled by the shift supervisor if available, and the incident will be handled like any other domestic violence call. Domestic violence incidents involving department employees will require a formal report to document the situation and if the incident requires an arrest to be made, the arrest will be made.
- B. The duty officer will be immediately notified of any domestic dispute, verbal or otherwise, that involves an employee of this police department. The shift supervisor will insure that a memorandum documenting the incident is prepared and forwarded to the duty officer. (Rev. 3/23)
- C. Any employee who becomes aware of a domestic violence situation between another department employee and their spouse or significant other are required to report the situation to the duty officer or to their appropriate Division Commander. (Add. 3/23)
- D. When an officer responds to a call of domestic violence situation involving an employee of another law enforcement agency (if known), the incident will be handled by the shift supervisor if available, and the incident will be handled like any other domestic violence call. Domestic violence incidents involving employees of other law enforcement agencies will require a formal report to document the situation and if the incident requires an arrest to be made, the arrest will be made. (Add. 3/23)
- E. The duty officer will be immediately notified of any domestic dispute, verbal or otherwise, that involves an employee of any other law enforcement agency, if known. The shift supervisor will also insure that a memorandum documenting the incident is prepared and forwarded to the duty officer. (Add. 3/23)
- F. Any employee who becomes aware of a domestic violence situation between an employee of another law enforcement agency and their spouse or significant other are required to report the situation to the duty officer or to their appropriate Division Commander. (Add. 3/23)

Section 7: Victim Assistance/Services

- A. An officer shall make reasonable effort to inform victims of services for their protection and welfare by:
 1. Securing medical treatment for the victim.

2. Insuring safety of children.
3. Offering to arrange transportation in cases where a victim chooses to seek shelter. (Add. 10/04)
4. Giving the victim information regarding legal rights, court options, and how to obtain a protective order.
5. Giving the victim the phone numbers of shelters, advocacy groups, batterers' groups, and crime victim's compensation.

Section 8: Other Disturbances

- A. When officers of this Department investigate a disturbance at a liquor establishment or restaurant where liquor is served, they will be required to complete an incident report. A copy of all reports of disturbances in liquor establishments will be forwarded by the Records Division to the liquor control agent for his review and/or action.
(Rev. 4/10)
- B. All other disturbance calls will require the officer to complete the CAD entry information.
(Rev. 10/96)

Section 9: Loud Party and Loud Music Complaints

- A. When a loud party or loud music complaint is received for investigation, the investigating officer shall use discretion concerning enforcement of city ordinances.
- B. Normally, a written warning shall be issued to the person who is the owner of the location of the loud music or party, or a written warning shall be issued to the person controlling the party or playing the music.
- C. When the second complaint is received, the officer may, if he desires or deems appropriate, cite the owner or the person in control of the loud music or party.
- D. In either case, the CAD entry information will be completed by the investigating officer.
(Rev. 10/96)
- E. Normally, custodial arrests will not be made for this type of violation.

Section 10: Landlord-Tenant Dispute Investigations

- A. When a landlord rents or leases property, it is natural that he be concerned about the care and condition of his property. This procedural instruction shall be followed when an officer investigates a landlord-tenant dispute.
 1. Civil law pertaining to landlords and tenants is extremely complex; therefore, under normal circumstances the landlord and the tenant should be directed to an attorney for information.
 2. If there is a violation of the criminal laws, then the investigation, action, and reporting would be the same as any other crime.

3. Eviction information will not be given by officers. The landlord shall be directed to contact an attorney for that information.

Section 11: Notice to Abate and Remove Nuisance

- A. It is the policy of this Department to properly serve and document the serving of a notice to abate and remove a nuisance. The following procedure shall be followed.
 1. There are three (3) copies of the official notice to abate and remove nuisance issued by the City of Rolla.
 2. The three (3) copies are forwarded to the Police Department to be served on the individual named on the notice.
 3. The Watch Supervisor shall direct an officer to serve the notice as soon as possible after the Department receives the notice from City Hall.
 4. Give one (1) copy to the person being served.
 5. Return the two (2) remaining copies and forward the same to the Records Division.

Section 12: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:
None

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1008	
Original Issue Date October 25, 1989			
Title Employee Injuries		Classification II	No. of Pages 3

I. PURPOSE

It is the policy of this Department to fully investigate and report any employee injury that occurred while on-duty.

II. POLICY

The following shall be followed in situations involving employee injuries. This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Reporting Injuries

- A. When an employee is injured on the job, he/she shall report the injury immediately to his/her supervisor and obtain medical treatment.
 - B. It shall be the responsibility of the on-duty Watch Supervisor to investigate and report the details of any injury to an employee who is under his control.
 - C. It shall be the responsibility of the Division Commander to investigate and report the details of any injury sustained by a supervisor.
- (Rev. 10/99)
- D. The supervisor shall initiate an incident report (memorandum) and investigate the cause of the injury. He will also obtain all names and addresses of witnesses and collect all necessary evidence.
 1. This report shall be forwarded to the Chief of Police within eight (8) normal working hours.
 2. Even if the injury is slight and no lost time is involved, a report must be made. This is necessary to protect the employee in the event that future disability results because of the injury.
 - E. All employees of the City of Rolla are covered under Worker's Compensation.
 - F. As soon as possible, a report (statement) of the accident shall be made to his/her immediate supervisor so as not to jeopardize the injured employee's right to Worker's Compensation benefits.

Section 2: Duty of the Injured Member

- A. When a member of the Police Department sustains an injury during working hours, he/she, if physically able, shall:
 1. Immediately notify his/her supervisor of the injury; and
 2. Remain at the scene of the injury, if possible.

3. Prepare a memo on the circumstances surrounding the incident.

(Add. 11/01)

Section 3: Duty of the Watch Supervisor

- A. Upon notification that an employee has been injured while on-duty, the watch supervisor shall:

1. Respond to the scene and obtain all necessary information;
2. Investigate the circumstances of the injury, including interview of witnesses;
3. Prepare the Notice of Occurrence of Claim form;
4. Prepare the Supervisor's Report of Accident;
5. Prepare the Supervisor's Investigation Report; and
6. Prepare the Referral For Medical Care Form.

(Add. 11/05)

7. Prepare a memo on the circumstances surrounding the incident.

(Add. 11/01)

8. Notify the Duty Officer of the injury.

(Add. 10/09)

- B. In cases where a Watch Supervisor is not available, the Senior Patrol Officer on duty shall complete the investigation.

- C. In cases where the Watch Supervisor is the injured employee, the Division Commander shall complete the aforementioned reports. Any staff member can complete the reports if the Division Commander is not available.

(Rev. 11/01)

Section 4: Duty of the Division Commander

- A. The Division Commander of the injured employee shall review the incident report and the other necessary supervisor reports for accuracy.

1. If the reports are accurate, the Division Commander shall sign all reports and forward same to the Chief of Police.

- B. The Division Commander shall ensure that the Watch Supervisor has included the time the employee is taken to the hospital/physician for treatment and the time of release back to work.

1. This is accumulated as "time lost" and must be documented for Worker's Compensation benefits.

Section 5: Supervisor's Discretion

- A. Any injury reported to the supervisor, which occurs in the line of duty, should be referred to a physician for treatment.

1. If the employee is of the opinion that the injury is of a minor nature and requests no medical treatment, the supervisor will still prepare the necessary reports and include in the report that the employee declined medical treatment.
- B. The supervisor has the authority to require an employee to seek medical treatment for an injury that occurred while on-duty.

Section 6: Authority:

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

None

Effective Date November 18, 2024	Rolla Police Department <u>Special Order</u>	Special Order # 1009	
Original Issue Date Prior to 1995			
Title Ride-Along Program		Classification II	No. of Pages 3

I. PURPOSE

The purpose of this policy is to set guidelines for the Rolla Police Department Ride-Along Program.

II. POLICY

It is the policy of this Department to encourage a public awareness of the activities of this Department. One way the public can be made aware is by the operation of the Ride-Along Program. This is for internal purposes only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting. The following procedure shall be followed in this program.

Section 1: Procedure

A. Participant Ride-Along

1. Citizen's wishing to participate in the Ride-Along Program can obtain a Ride-Along Form from any employee of this department. The citizen will then complete the form and turn it back in for approval by the designated Division Commander. In most cases, the Commander of Uniform Services will be responsible for approving or denying the ride-along requests. In his/her absence, the Duty Officer or another member of the police command staff can review a request for Ride-Along form. (Rev. 5/23)
2. The completed form shall be turned in to the designated Division Commander for approval prior to the date and time that the individual desires to ride. The Division Commander or his/her designee will review the application and approve or disapprove it. Prior to approving or disapproving, the Division Commander may check the applicant through the department's Records Management System (RMS) database as well as through MULES. (Rev. 5/23)
3. All Ride-Along forms including those approved or denied will be maintained by the Division Commander for record keeping purposes. (Rev. 5/23)
4. Participants must be at least fifteen (15) years of age unless otherwise authorized by the Chief of Police. (Rev. 5/07)
5. Participants under the age of eighteen (18) must obtain written permission from their parents and/or guardian. (Rev. 5/07)
6. Under normal circumstances, walk-in requests from an ordinary citizen will not be accepted. Certain exemptions may be made in the event that it is an official request from a school for a job shadowing day or other circumstances deemed necessary by the appropriate Division

Commander or the Chief of Police. Under normal circumstances, a ride-along will not be forced upon an officer.

(Add. 5/08)

- a. Citizens who have graduated from the Citizens Police Academy may ride once during or upon graduating from the academy.

(Rev. 5/08)

B. Civilian Department Employees

1. Unless otherwise restricted by a supervisor, non-commissioned employees of this department may participate as a ride-along as long as the designated Division Commander or his/her designee, and the shift supervisor on which he/she wishes to ride approves the request, and manpower permits.

(Rev. 5/23)

2. A Ride-Along form must be submitted to the designated Division Commander for any ride-along that is approved in accordance with the previous paragraph.

(Rev. 5/23)

C. Department Heads Within the City and Staff Members of other City Departments

1. The designated Division Commander shall have the authority to grant permission to these individuals to participate in the ride-along program.
2. After granting permission, the Watch Supervisor shall ensure that a Ride-Along Form is completed and forwarded to the appropriate Division Commander pertaining to this ride-along.

(Rev. 5/23)

(Rev. 5/08)

D. Department Spouse Ride-Along

1. Spouses of Commissioned Officers may participate in the Ride-Along program with prior approval of the designated Division Commander.
2. A Ride-Along form must be submitted in advance of the date and time requested, and the request must be approved by the designated Division Commander or his/her designee before the ride along occurs.
3. Spouses may participate in a Ride-Along once every two (2) months, manpower permitting.

(Rev. 5/23)

(Rev. 5/23)

(Rev 11/24)

E. Other Police Agencies Ride-Along

1. Regular Commissioned Officers from other Departments may ride-along with the approval of the Watch Supervisor.

Section 2: Commander of Operations Responsibility

- A. The appropriate Division Commander shall receive all requests for Ride-A-longs and will maintain an accurate and updated file of requests that have been received by this department.

(Rev. 5/08)

- B. The appropriate Division Commander shall report the particulars of the program at the Staff Meeting, as needed.

(Rev. 5/08)

- C. The appropriate Division Commander will insure the Ride-Along form is properly completed and signed.

(Rev. 5/08)

Section 3: Ride-Along Approval/Disapproval Authority

- A. The following personnel have approval/disapproval authority for the Ride-Along Program.

1. Chief of Police

2. Major

(Rev. 5/23)

3. Captain

4. Duty Officer

(Add 5/23)

Section 4: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from Previous Policy:

Section 1:D:3&4 "Officers' spouses may...evening shifts only."

Section 1:B:3 "If a civilian...Division Commander."

Section 1:A:7&8 "The authorized hours...Chief of Police."

<i>Effective Date</i> February 1, 2024	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1010	
<i>Original Issue Date</i> November 5, 1997			
<i>Title</i> Citizens Police Academy		<i>Classification</i> III	<i>No. of Pages</i> 3

I. PURPOSE

The Rolla Police Department Citizens Police Academy is an official Departmental program which is approved by the Chief of Police.

II. POLICY

The Rolla Police Department establishes the following standard operating procedure for the purpose of detailing policies, procedures and regulations related to the Citizens Police Academy of this Department.

It will be the responsibility of every member of the academy and officer to have knowledge of all policies, procedures and regulations contained in this Special Order.

This is for internal use only; it does not enlarge the criminal or civil liability of the officers or members of the academy. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Goals and Objectives

With the expansion of community policing, the Citizens Police Academy is viewed as a viable way to bridge the gap between the citizens and the police officers. This program has been designed to achieve the following:

- A. To provide a mechanism for educating the public about the criminal justice system and ways to resist crime.
- B. To gain support for police work, explain the operations of police agencies, and encourage private citizens to undertake appropriate security measures.

Section 2: General Organization

- A. The agency representative for the Rolla Police Department Citizens Police Academy shall be the Chief of Police.
- B. The Academy shall have at least one Rolla Police Officer assigned as the Academy Director, who shall be appointed at the discretion of the Chief of Police.
- C. Typically, police personnel will conduct the classes, which are coordinated by the Director.

Section 3: Academy Membership Statement

- A. Applicants for the position of a Rolla Police Department Citizens Police Academy must meet the following criteria:
 - 1. Be at least eighteen (18) years of age.
 - 2. Pass a background check conducted by the Rolla Police Department.

(Rev. 2/24)

Section 4: Application Process

- A. Applications (Attachment A) for the Citizens Police Academy may be obtained at the Rolla Police Department.
- B. All applicants will have to undergo a brief background check performed by the Rolla Police Department.
- C. Attendees will be approved by the Chief of Police.

(Rev. 6/20)

Section 5: Academy Members Access to Police Headquarters

- A. Members of the Citizens Police Academy shall be in Police Headquarters only during class evenings or during days of ride along.
- B. Members of the Citizens Police Academy shall not have unattended access to any restricted area of the Police Station.

(Rev. 2/24)

Section 6: Ride-Along Program

The purpose of the Ride-Along Program is to give the members of the Citizens Police Academy an opportunity to better understand the function of the police officer in law enforcement and to broaden the member's knowledge of basic procedures.

- A. Ride-Along Program guidelines include the following:
 - 1. Fill out a citizen's ride-along release form.
 - 2. Graduates of the academy may participate as a ride-along as approved by the Chief of Police in accordance with Special Order #1009.

(Rev. 2/24)

Section 7: Training Program

- A. The Rolla Police Department Citizens Police Academy will use a training curriculum approved by the Chief Police.

(Rev. 2/24)

Section 8: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:
Section 5 "General Conduct"

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1011	
Original Issue Date April 15, 1998			
Title School Crossing Guards		Classification III	No. of Pages 4

I. PURPOSE

The purpose of this policy is to establish a procedure for all school crossing guards and officers when assigned to school crossing guard detail.

II. POLICY

The basic responsibility for safety of children traveling to and from school rests with the parents. However, the City of Rolla provides reasonable protection for school age children at selected street intersections and crossings which are considered safety hazards to children crossing. At crossings that are considered a hazard, an adult crossing guard, supervised by the Rolla Police Department, may be assigned during the hours children are required to cross the street.

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Responsibilities

- A. The VIPS Coordinator is responsible for ensuring efficient operations of the school crossing guards. (Rev. 6/20)
- B. The Chief of Police shall approve all hiring, dismissals, and policies for the school crossing guards.
- C. The staff designee over school crossing guards shall maintain records and files and is responsible for the training of the crossing guards.
- D. The staff designee over school crossing guards shall have the responsibility of equipment assigned to the crossing guards.

Section 2: Equipment

- A. Each crossing guard shall be furnished with the following equipment:
 - 1. Paddle Stop Sign;
 - 2. Vest, orange in color; and
 - 3. Other items that the Department budget will allow.
- B. Equipment damaged or lost shall be reported to the Commander of Support Services for replacement.

Section 3: Hours for Designated Crossings

The following are the hours for each designated crossing:

A. Salem & Soest - 7:15 - 8:00 a.m.
3:00 - 3:45 p.m.

(Rev. 6/20)

B. Salem (Mark Twain) - 7:15 - 8:00 a.m.
3:00 - 3:45 p.m.

(Rev. 6/20)

C. 18th (Truman) - 7:30 - 8:15 a.m.
3:00 - 3:30 p.m.

(Rev. 6/04)

D. Soest/Forum (Jr. High) - 7:15 - 8:00 a.m.
3:00 - 3:45 p.m.

E. Soest/La Guille - 7:30 - 8:00 a.m.
3:00 - 3:45 p.m.

(Add. 6/20)

Section 4: Recruitment and Qualifications

- A. CHARACTER - Good character reference should be obtained on every individual who is being considered. An interest in and/or understanding of children is essential for adult crossing guards. They must also know how to work effectively with adults.
- B. PHYSICAL FITNESS - Must have good vision, hearing and reflexes, which are vital for adult crossing guards in adequately performing their duties. Must have a high tolerance to cold and hot weather.
- C. DEPENDABILITY - Areas deemed hazardous enough to warrant adult crossing guards require continuous supervision. It is paramount that guards assigned these duties be present at their assigned times at the assigned locations.
- D. AVAILABILITY - Crossing guards must be available for duty during the school year. Duty hours will be as directed by the Commander of Support Services.

Section 5: Crossing Instructions

- A. Stand by the curb, not in the street.
- B. Instruct the children to remain on the sidewalk and wait for your signals.
- C. Face the street, and look carefully both ways. If you have to make your own break in traffic, make a gradual stop of traffic going in one direction; then stop traffic in the opposite direction. NEVER STOP TRAFFIC SUDDENLY.
- D. When the street is clear from immediate traffic, and a visible gap appears, carefully walk out toward the center of the street. When the approaching traffic has stopped, signal the children to proceed. NEVER HAVE THE CHILDREN ACCOMPANY YOU IN ATTEMPTING TO STOP THE TRAFFIC.

- E. Remain in the street with your arms extended (if the stop sign is used, the sign shall be facing traffic) until the last child is out of the street. Then walk back to the curb and allow traffic to pass.
- F. Remain confident in your ability to handle the job. Do not suddenly change direction or walk into the street and then walk back to the curb as this has a tendency to confuse the motorist.
- G. Never hurry yourself or the children except in an emergency.
- H. In most instances, stand on the side from which most of the children approach the crossing.
- I. Never allow the children to run across the street.
- J. Never allow "horse play" by the children at school crossings.
- K. Children riding bicycles should dismount and walk their bicycles across the street at the crossing.
- L. Always assist children with the crossing, even when there are no visible cars approaching the area.
- M. Never become careless as this may cause an injury or even death to occur.
- N. Assist only those children that have assembled. Do not keep traffic stopped by assisting children who are approaching the intersection. Stragglers should be signaled to stop before letting traffic resume.
- O. Never assume that all cars will remain at a standstill or that all children will cross properly.
- P. While traffic is moving, face the children to protect them from crossing into traffic.
- Q. Stopping traffic for the purpose of allowing pedestrians to cross the street is authorized; however, at no time attempt to direct traffic.

Section 6: Violations by Motorists

- A. If able to obtain the correct license number and identify the driver, notify the Police Department as to the violation, the time, the license number, and if you can, positively identify the operator of the vehicle.
- B. Report only those violations that fail to heed a reasonable direction to stop.
- C. If you file a complaint against a motorist, it will be expected of you, in most cases, to appear in court to testify.

Section 7: General Information

- A. Changes of address or telephone number must be reported to the Police Department immediately.
- B. When calling in ill or because of a family emergency, attempt to notify the Police Department at least two hours in advance of the time that the guard is due to report for duty.
- C. Be neat in your appearance.
- D. Do not play with the children while at your assigned post.

- E. Smoking is NOT permitted while on duty.
- F. Crossing guards will be compensated a flat rate for each school crossing assignment, regardless of time actually spent at the crossing.

Section 8: Disciplinary Action

Actions on the part of a crossing guard to include but not be limited to failure to observe traffic instructions of a police officer, neglect of duty, failure to report for duty without notification to the Police Department, use of alcoholic beverages prior to duty, use of intoxicants while on duty, conduct unbecoming an employee of the City of Rolla, are cause for dismissal.

Section 9: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Deletions from previous policy:

None

<i>Effective Date</i> October 12, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1012	
<i>Original Issue Date</i> October 15, 1999			
<i>Re-Issued Under New Name</i> June 30, 2020			
<i>Title</i> Incident Support Services		<i>Classification</i> II	<i>No. of Pages</i> 6

I. PURPOSE

This General Order is issued for the purpose of providing guidelines to all department members as to various resources provided by Incident Support Services (ISS). The goal of the program is to provide information, education, and overall support to department personnel. This includes an integrated approach involving multiple resources in response to employees involved in traumatic events such as shooting, accidents, deaths, and other traumatic or critical incidents.

II. POLICY

It is the policy of this agency to immediately provide a comprehensive array of services to employees who are involved in traumatic incidents and ensure that follow-up and appropriate after-care is included. Assistance and support shall also be provided as appropriate to all employees on a routine basis to promote overall emotional and psychological wellness.

This is for internal use only; it does not enlarge the employee's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Incident Support Services (ISS): A comprehensive array of employee support services, including the Peer Support Team, department contracted psychologists, police chaplains, Employee Assistance Program, and other contracted services designed to help law enforcement officers, employees, and family members maintain their professional and personal wellness during and following critical incidents. All incident support services are coordinated by the commander of the Bureau of Field Operations.
- B. Peer Support Team members: Departmental personnel who are specifically trained to respond to traumatic situations in order to provide emotional support to those employees directly involved and any other employee affected.
- C. Peer Support Team Leader: Specific personnel who are responsible for direct oversight of the team and coordination of response to critical incidents and any other cases which involve the use of peer members.
- D. Police Psychologist/Counselors: Contracted psychologist and counselors available around the clock, in order to provide psychological and emotional assistance to employees on a regular basis.
- E. Police Chaplains: Clergy members who have received training in their own religion and general training certifying them as a police chaplain. They voluntarily provide employees with emotional and spiritual support during and after critical incident.

- F. Critical Incident: Sudden, powerful and often traumatic event that falls outside of the range of ordinary human experiences. This can include, but is not limited to the death or serious injury of a departmental employee, an officer involved shooting, life threatening assaults, scenes of major crimes, or other events that may have an impact on an employee's psychological and emotional wellness.

Section 2: Police Psychologist/Counselor

- A. The primary goal of the police psychologist / counselor is to assist employees in maintaining overall emotional wellness as it relates to their work environment. He responds to critical incidents at the direction of the BFO Commander in order to assist officers in dealing with the various stressors associated with such incidents and also provide assistance to employees who are in crisis due to other stressors/factors.
- B. During and following critical incidents, the psychologist or counselor shall ensure the psychological well-being of the affected employee(s), and provide individual evaluation of involved employee(s) psychological/emotional state.

Section 3: Peer Support Team

- A. The Peer Support Team will consist of a volunteer(s) representative from each bureau of the department. Peer Support Team members will be required to attend training in areas pertinent to critical incidents.
- B. The Peer Support Team will provide the following services:
1. Immediate support services as needed when responding to the scene of a critical incident, to include providing confidential support to the affected employee(s), contacting family members, arranging transportation, providing food, etc.
 2. Critical incident education, as appropriate.
 3. Act as liaison with the Employee Assistance Program (EAP) and provide assistance to the police psychologist / counselor, chaplain, etc.
 4. Participate in debriefing sessions with affected employees, along with the Bureau of Criminal Investigation and Internal Affairs, when appropriate. Assist the department's psychologist / counselor with follow-up when needed.
- C. The Peer Support Supervisor shall be notified promptly of any critical incident involving a Rolla Police Department employee and determine the level of response needed from Peer Support.
- D. This does not preclude a member of the Rolla Police Department from informally contacting any member of the Peer Support Team for personal assistance.
- E. Each Peer Support Team member will treat each contact with the utmost level of confidentiality. The Peer Support Team members will not disclose any information concerning specific incidents or employee involvement in such incidents learned as a result of Peer Support Team intervention unless the employee discloses information which rises to the level of exigent circumstances, or unless ordered by a court of competent jurisdiction. (Rev. 10/22)
- F. Examples of exigent circumstances include but are not limited to: (Add. 10/22)
1. Expressions or statements of self-harm

2. Expressions or statements to do harm to others
3. Admissions or statements of being involved in criminal activity

Peer Support Team members receiving information from an employee which is of an exigent nature are required to report the information to their immediate supervisor or Division Commander.

(Rev. 10/22)

- G. Peer Support Team members will not be routinely interviewed concerning matters in which they obtained information as a direct result of their assignment as a Peer Support Team member. Absent exigent circumstances, requests to interview Peer Support Team members shall be directed to the Chief of Police.

Section 4: Critical Incident Review Debriefings

(Add. 10/22)

- A. The Rolla Police Department will strive to provide a comprehensive array of services to employees who are involved in traumatic incidents and ensure that follow-up and appropriate after-care is included. Assistance and support will be provided as appropriate to all employees on a routine basis to promote overall emotional and psychological wellness.
- B. As a part of the department's response to the aftermath of a critical incident, the department will routinely provide critical incident debriefings. The purpose of the critical incident debriefings is to allow for those employees directly involved in a critical incident and those who have been impacted by a critical incident, the opportunity to speak openly and confidentially in a group forum to trained professionals about the incident.
- C. All scheduled critical incident debriefings are for those employees who are not assigned to a command staff position or other role in the department's administration. Those employees serving in a command staff or other role in the department's administration who wish to speak to someone regarding the after-effects of a critical incident should contact the Peer Support Commander or the Chief of Police for assistance.

Section 5: Criteria for Convening a Critical Incident Debriefing

(Add. 10/22)

- A. The law enforcement profession is a stressful occupation and those individuals who serve as a first responder are often times put in situations where they see, hear, and deal with the aftermath of many types of powerful and tragic events that fall outside of the range of ordinary human experiences. These events sometimes place the employee in situations where they are often times forced to not only deal with the stressors of the job, but their internal emotions and feelings about a tragic event they may have witnessed.
- B. The following criteria will be considered when determining when a critical incident debriefing will be convened for its employees in response to a critical incident:
 1. Police-related shootings.
 2. Death or Serious injury of an employee.
 3. Death or serious injury of another at the hands of an employee.
 4. Suicide of an employee.

5. Death or serious injury of children.
 6. Employee involvement in a multiple fatality or unusually violent crime scene.
 7. Other mass casualty event.
 8. Any other incident that may cause a high level of stress to an employee.
- C. Any employee impacted by the aftermath of any critical incident or other high-level stress event is encouraged to reach out to a Peer Support Team member for assistance.

Section 6: Police Chaplain

- A. The Rolla Police Department's Chaplain Unit operates at the direction of the Chief of Police. It is a non-standing, specialized unit whose members are designated as at-large members. A Department Chaplain's role is to provide confidential spiritual and emotional services to members of this department, their families, and the community.
- B. Members of the Chaplain Unit shall have the following qualifications:
1. A police chaplain must be ordained, invested or a certified member of the clergy in good standing of a recognized religious denomination with at least three years of full-time experience in the ministry.
 2. A police chaplain should be available to serve 24-hour, on call basis.
 3. A police chaplain may not have any convictions of a criminal offense, or any record of having engaged in criminal conduct. All chaplains shall have successfully pass a background check before being assigned to the unit.
 4. A police chaplain must possess a valid driver's license.
- C. Police Chaplains will assist employees when requested by a Peer Support Team Supervisor, or other command or supervisory level officer. The chaplain will provide emotional and spiritual support and guidance to the injured, ill, or distresses. This does not preclude an employee from contacting a police chaplain directly for assistance or support.
- D. Police chaplains are available to all employees and/or their families for counseling and/or spiritual support during times of crisis. Employees or family members may contact the police chaplain directly on personal need for services. The chaplain will not take the place of the Employee Assistance Program, but will serve to augment such programs.
- E. Police chaplains will periodically meet with employees, attend roll calls, and take part in ride-alongs in order to develop partnerships with employees.
- F. The Chaplain's responsibilities may include:
1. Counseling officers with personal or family problems, as requested
 2. Visiting officers or family members who are hospitalized

3. Assisting in making notification to families when officers receive serious injury or upon death
4. Participating in the training program of officers as requested
5. Assisting with Departmental functions and interdepartmental activities, as requested
6. Representing the police department as requested by the Chief of Police on formal occasions
7. Acting as a liaison with other religious leaders in the community, as necessary
8. Assisting the Department as requested with such things to include:
 1. Death notifications
 2. Notification of suicide attempts
 3. Emotionally upset persons
 4. Providing comfort to disturbed families
 5. Aiding in drug abuse prevention.
9. Using discretion in any intervention, so as not to cause resentment or ill feelings on the part of anyone who may not want such services as mentioned herein, or who indicates that he is of another faith or belief and will seek consultative services through other means.

G. The Chaplain may be notified by the Duty Officer in the following circumstances:

1. Death or injury of a department employee or the employee's family member.
2. Homicides, suicides, or other accidental fatalities within the City of Rolla.
3. In any other crisis as deemed necessary by the Duty Officer, but always in keeping with the area of responsibilities assigned to the Chaplain.

H. All assistance possible shall be provided to assist the Chaplain to the scene.

I. If needed, the Chaplain should be accompanied by an officer when attending a police incident.

Section 7: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

<i>Effective Date</i> August 12, 2022	Rolla Police Department <u>Special Order</u>	<i>Special Order #</i> 1013	
<i>Original Issue Date</i> August 12, 2022			
<i>Title</i> Junior Police Cadet Program		<i>Classification</i> III	<i>No. of Pages</i> 16

I. PURPOSE

The Rolla Police Department hereby establishes a Junior Police Cadet Program to serve as a community relations effort between the police department and the community in an effort to provide our youths with a basic knowledge and understanding of the field of law enforcement. The Junior Cadet Program will also serve as a potential recruitment tool for future men and women in the law enforcement profession.

II. POLICY

The Rolla Police Department establishes the following policy, including the guidelines, procedures, and standards of the Junior Police Cadet Program. It will be the responsibility of each Cadet and officer to have knowledge of the policies, procedures and standards contained in this Special Order.

This is for internal use only; it does not enlarge the officer's or junior cadet's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Goals and Objectives

With the expansion of community policing, the Junior Police Cadet Program is a viable youth outreach program. This program has been designed to achieve the following:

- A. To further the Cadet's knowledge and understanding of the law enforcement profession through character building and leadership development and to serve as a potential recruitment tool for future men and women in law enforcement.
- B. To serve as a community relations effort between the police and our youths, and between our youths and the community.
- C. To be utilized as a service group within the community to assist the police department with special events, and to assist in promoting drug resistance education programs, and other community services.
- D. To enhance the Cadet's preparation for future roles as citizens and community members.

Section 2: General Organization

- A. The agency representative for the Junior Police Cadet Program shall be the Chief of Police or Staff designee.
- B. The Junior Police Cadet Program will be under the coordination of at least one Rolla Police Officer assigned as the sponsor representative, hereafter referred to as the Cadet Advisor, who shall be appointed at the discretion of the Chief of Police.

1. The Cadet Advisor is responsible for implementation and maintenance of the program, including:
 - a. Applicant recruitment and processing.
 - b. Supervision of program training, meetings, and activities.
 - c. Provide field work experiences.
 - d. Perform such other tasks as required by the program.
- C. The program will have at least two Associate Cadet Advisors who shall be appointed at the discretion of the Chief of Police.
 1. The Associate Cadet Advisors will serve as the acting Cadet Advisor in their absence.

Section 3: Cadet Membership Criteria

- A. Applicants for admission to the Junior Police Cadet Program must meet the following criteria:
 1. Be at least fifteen (15) years of age AND have completed the 8th grade, but not more than twenty (20) years of age.
 2. Be enrolled in an official educational program, home school program, or possess a high school diploma or GED.
 3. Maintain a satisfactory school program grade average equal to not less than a "C" without excessive absence or discipline.
 4. Be of good moral character with no juvenile/criminal record to include all arrests.
 5. Be of sound health and possess no physical deficiencies, which would prevent the Cadet member from pursuing a law enforcement career.
- B. Each Cadet under the age of eighteen (unless emancipated) shall have parent or guardian approval which includes signatures by the Cadet and his/her parents or guardians on a general liability release form. Such form shall be maintained by the Rolla Police Department in each Cadet's personnel file.

Section 4: Duties and Responsibilities

- A. All Cadets are responsible for projecting a positive and professional image to the public, to be an asset to the Rolla Police Department as an individual, and to make the Cadet program an asset to the department as a whole.
- B. Cadets shall respect and comply with all local, state, and federal laws while on and off duty.
- C. Cadets shall at all times obey the lawful order of their superior Cadet Chain of Command, the Cadet Advisor, or any police officers of the Rolla Police Department.
- D. Cadets will not circulate rumors or otherwise engage in conversation or activity, which might adversely affect the Cadet program or the Rolla Police Department.

- E. Cadets will be courteous in their conduct on and off duty and shall abstain from profane, coarse, violent, vulgar, or insolent language, or conduct.
- F. Cadets will not make public any statement about any member of the Cadet program or the Rolla Police Department.
- G. Cadets will report any change in address or phone number within three (3) days of the change to the Cadet Advisor.
- H. Cadets will not solicit rewards or accept any gratuities for an action performed on duty except those, which are approved, by the department or are given by a law enforcement agency.
- I. Cadets will not repeat or furnish any information of confidential nature that originated from the Rolla Police Department.
- J. Cadets will not discuss any police information or law enforcement tactics outside the department.
- K. Cadets are prohibited from casually associating with known offenders, criminals, or persons engaged in criminal conduct. An exception would be a direct family member.

Section 5: Cadet Program Rules and Standards of Conduct

- A. Cadets will not exercise any form of police authority within their personal lives except for those measures as self-defense or immediate defense of others, as authorized to any citizen under current law.
- B. Courtesy towards the public and co-workers is demanded of all Cadets.
- C. Cadets will obey and promptly execute in a willing manner all lawful orders of the supervisory officers to the best of their ability.
- D. Any Cadet receiving conflicting orders shall inform the superior officer issuing the order of conflict. Responsibility for disobedience to the first order then shifts to the superior officer.
- E. Cadets are prohibited from using any item belonging to the City of Rolla or the Police Department including stationery, envelopes, reports, and forms for personal business, except in the performance of authorized Cadet duties.
- F. Cadets will tell the truth at all times concerning subjects related to police matters.
- G. Cadets will be attentive and alert at all times while on duty and shall devote their entire duty time and energy to the services of the Department. Examples of inattention to duty are, but not limited to, sleeping on assignment, conducting personal business on duty, unauthorized absence from one's duty assignment, or lounging on assignment.

Section 6: Program Command Structure

- A. Members of the Rolla Police Junior Cadet program will be distinguished within the Cadet program by a chain of command similar to that of the Rolla Police Department's official chain of command. The chain of command will be designated in terms of responsibility within the program. The descending order of rank within the Cadet program is as follows:

- * Sergeant
- * Corporal
- * Senior Cadet
- * Cadet

Section 7: Criteria for Promotion within the Cadet Program

- A. A criteria to be eligible for promotion within the Cadet program is hereby established for those seeking promotion within the Cadet program. The minimum criteria required for promotion within the chain of command of the program is as follows:
1. **Sergeant** – The Sergeant’s position is a senior leadership position within the program, and to be eligible for promotion to this position, the Cadet must have a minimum of two (2) years of continuous experience as a volunteer Cadet. The candidate must not be on disciplinary probation or have any prior disciplinary actions on their record, they must demonstrate leadership qualities and capabilities, and be recommended for promotion by the Cadet Advisor.
 2. **Corporal**- The Corporal’s position is a first-line leadership position within the Cadet program. To be eligible for promotion to this position, the Cadet must have a minimum of two (2) years of continuous experience as a volunteer Cadet. The candidate must not be on disciplinary probation or have any prior disciplinary actions on their record, they must demonstrate leadership qualities and capabilities, and be recommended for promotion by the Cadet Advisor.
 3. **Senior Cadet** – The Senior Cadet’s position is a first-line leadership position within the program. To be eligible for promotion to this position, the Cadet must have a minimum of one (1) year of continuous experience as a volunteer Cadet. The candidate must not be on disciplinary probation or have any prior disciplinary actions on their record, they must demonstrate leadership and mentoring qualities, and be recommended for promotion by the Cadet Advisor.

Section 8: Duties of the Cadet Officers

- A. The Sergeant, or their designee, will be responsible for organizing all program meetings, serve as the program liaison with the Cadet Advisor, and coordinate duties of the officers.
- B. The Corporal will be responsible for the esprit de corps, to ensure that each member is ready for program assignments with proper equipment and uniform, and see that all orders from superior officers are carried out in a timely fashion.
- C. The Corporal will serve as the program liaison in the absence of the Sergeant and will serve as the unit secretary where they will maintain all program records on attendance, maintain a record of the minutes of all meetings, be responsible for program correspondence, and keep an updated record of all Cadet members home addresses and telephone numbers.
- D. The Senior Cadet(s) will be responsible for guiding, mentoring, and training newer and less experienced Cadet members of the program, and they will serve in an acting Corporal role as the need arises.

- E. The appointment of Cadet Officers will take place as the positions become available and with the consent of the Cadet Advisor.
- F. Any officer may be removed from office at any time due to unsatisfactory job performance or as a result of a disciplinary action. Any and all removals from an officer position will be at the discretion of the Cadet Advisor.
- G. A Cadet who for any reason loses or relinquishes membership in the program shall immediately return all Post-issued property to the Post Advisor.
- H. Equipment issued to the Cadet remains the property of the police department, and failure to return such property could result in legal action, to include criminal charges.

Section 9: Personnel Matters

The following procedures and regulations outline the conditions each Cadet must meet to maintain a current membership in the program. Violations of any of these regulations may result in grounds for disciplinary action, up to and including dismissal from the program.

- A. Each Cadet's residence shall be within a reasonable distance from the programs normal meeting location, and as determined by the Cadet Advisor and or Chief of Police or designee.
- B. Each Cadet is responsible for ensuring that a current address and telephone/cell number is on file with the Cadet Corporal, and they are responsible for promptly notifying the Cadet Corporal or Sergeant of any change, even if only on a temporary basis.
- C. Each Cadet is expected to maintain a level of fitness that will allow them to perform their duties effectively.
 - 1. Volunteer Cadet's may be required to submit to a physical examination by a physician at the direction of the Chief of Police.
- D. All Cadets are expected to report for their assigned duties, meetings, and other responsibilities at the appointed time and place, and they will be physically and mentally fit to perform their duties.
 - 1. Each Cadet will be properly equipped and will make themselves aware of any information necessary for proper performance.
- E. Cadets will not be regularly absent or tardy to any Cadet program, meeting, or activity without good cause.
- F. Cadets will report any disciplinary actions that take place within a school setting, to the Cadet Advisor in writing within twenty-four (24) hours of the imposition of disciplinary action. Examples of disciplinary actions include but are not limited to: after school detention, in school detention/suspension, out of school suspension, and expulsion. The written notification will explain the type of incident and reason for the disciplinary actions.
- G. Cadets will report any arrests or cited traffic violations to the Cadet Advisor within twenty-four (24) hours of the incident.

Section 10: Cadet General Conduct

- A. Cadets will not bring discredit to themselves, the Department, or the community when on or off duty.
- B. Cadets will perform their assigned responsibilities to the best of their ability and in accordance with Department directives.
- C. Cadets are expected to be courteous to the public, exercising patience and discretion at all times.
- D. Cadets will promptly obey any lawful order of a superior officer.
 - 1. Should any lawful order be given by a superior officer that conflicts with any previous order or published directive, the Cadet will respectfully bring this confliction to the attention of the superior officer. The superior officer who issued the conflicting order will take any necessary steps to correct the confliction, and assume responsibility for the Cadets actions while carrying out this order.
- E. Cadets will not make any statements on behalf of the Rolla Police Department or the Volunteer Cadet program for publication or broadcast concerning the plans, policies, or administration of this Department.
- F. Cadets must prepare themselves through studying, training, and self-discipline to meet the responsibilities of police service.
- G. Cadets will maintain a neat, clean, and professional appearance and uniforms will be kept clean, pressed, and in good condition.
- H. Cadets will not use tobacco, vapes, or other electronic smoking devices in any form while in regulation uniform and on-duty. Cadets will also not use any of the above described tobacco products while off-duty and while under the age of 18.
- I. Cadets will not participate in any recreational activity while in regulation uniform.
- J. Cadets will not accept a bribe or engage in any acts of extortion or other means of obtaining money or property through their position with the Rolla Police Department's Volunteer Cadet program.
 - 1. Donations to the Junior Police Cadet program are acceptable, and this section will not be construed to mean such donations cannot be accepted.
- K. Cadets will not accept or solicit any fee or compensation growing out of the performance of official duties.
- L. Cadets will not fraternize with officers or any member of the Rolla Police Department while in an off-duty capacity.
- M. Cadets will not recommend or suggest the name any person, firm, or corporation to act as attorney, counsel, or bondsmen.
- N. Cadets will not harass, verbally abuse, or threaten any citizen or fellow Cadet who files a complaint against them or any other Department personnel.
- O. Cadets will refer citizen requests for official information, assistance, or complaints of any nature to the proper resource or to the Cadet Advisor.

- P. Cadets will strictly follow orders issued by supervising Police Department personnel, and strictly adhere to Departmental rules and regulations.
- Q. Cadets will not violate state laws or municipal ordinances in regard to the use, possession, or consumption of alcohol or illegal narcotics.
- R. Cadets will not have in their possession any controlled substances, narcotics or hallucinogens except when legally prescribed by a physician or dentist.
 - 1. Volunteer Cadets will notify the Cadet Advisor when he/she is taking prescribed medication.
- S. Members of the Rolla Police Department are distinguished by rank, which is assigned in terms of responsibility with the chain-of-command. Cadets will in all cases address Rolla Police personnel by rank title, and follow procedures established by the chain-of-command.
 - 1. The descending order of rank within the Rolla Police Department is as follows:
 - * Chief
 - * Captain
 - * Sergeant
 - * Detective Sergeant
 - * Corporal
 - * Detective
 - * Senior Patrol Officer
 - * Patrol Officer
- T. During ride-a-long opportunities, Cadets will not take any photographs or record any type of audio or video with any electronic devices.
- U. Cadets will not under any circumstances share any information obtained during their ride-a-long opportunity with any members of the public, through any manner or medium.

Section 11: Discipline

- A. Violations of the directives of this policy or any violations of other official Departmental directives or orders may be grounds for initiating disciplinary procedures.
- B. Complaints specific to Junior Police Cadets whether originating from a citizen, fellow Cadet, Departmental personnel, or an officer shall be routed to the Cadet Advisor.
 - 1. The Cadet shall be informed of the complaint and be permitted to provide an explanation or comment on the complaint.
 - 2. If illegal activity is involved, the Cadet will be given every right due any other person in the context of a criminal investigation.

3. Cadets may be suspended from active duty pending the outcome of the complaint process.

C. Disposition of Complaints

1. Upon completion of the review of the complaint or charges, the matter will be classified as:
 - a. Exonerated - the alleged conduct occurred but was lawful and proper;
 - b. Unfounded - the complaint was false or unfounded;
 - c. Not sustained - sufficient evidence to prove or disprove the allegation was not found; or
 - d. Sustained - the allegation was supported by proper and sufficient evidence.

- D. If a complaint is found to be sustained, disciplinary action will be taken. Depending on the severity of the violation and the Cadet's past record, such disciplinary action could include but not be limited to the following disciplinary sanctions:

- * Verbal reprimand
- * Written reprimand
- * Suspension
- * Loss of privileges
- * Reduction in rank
- * Termination from the Volunteer Cadet Program

- E. Cadets will be promptly notified of any proposed disciplinary actions, and any discipline imposed will become a part of that Cadet's permanent record.
- F. Complaints against Cadets which allege criminal activity will be grounds to bring criminal charges, but will not serve to prevent the internal disciplinary process of the incident.
- G. Cadets will completely and honestly answer all questions regarding the official investigation of any complaint, and fully cooperate with the internal investigation and disciplinary process.
1. Any statements made during the Department's internal investigation will not be admissible in a criminal investigation.
- H. Any disciplinary actions may be appealed to the Chief of Police or their designee.

Section 12: Uniform and Equipment Regulations

Uniforms

- A. The standard uniforms for Volunteer Cadets will consist of a Class A uniform issued by the department, and a Class B uniform which will be provided by the Cadet.

- B. The Class A uniform will be worn by the Cadet during events such as parade duties and other special events as assigned. The Class A uniform will be comprised of the following:
1. Shirt - The shirt shall be a light blue long sleeve uniform shirt. The shirt shall be tailored in such a way as to minimize blousing and will be neatly pressed.
 2. Tie - A long, dark blue, clip-on tie will be worn with the long-sleeve shirt along with the standard uniform tie clasp.
 3. Trousers – Trousers will consist of a dark blue pair of slacks, similar in quality as the uniform shirt and will be neatly pressed.
 4. Belt- The issued belt will be black in color, leather or heavy nylon style, similar to a web belt.
 5. Jacket- The issued jacket will be dark blue in color, similar to a police issued jacket.
 6. Socks – Socks must be purchased by the Cadet and will be black or navy blue in color.
 7. Footwear- Footwear will be purchased by the Cadet and will be black, plain, round-toed, hard-soled, and can either be shoes or boots polished to a high gloss shine.
 8. Nameplates – Each Cadet will be issued a silver in color nameplate that is to be worn on the uniform shirt centered above the right breast pocket at all times.
 9. Optional equipment that may be worn with the Class A Uniform prior approval of the Cadet Advisor includes:
 - a. Flashlight rings
 - b. Key chains
 - c. Nylon duty gear
 - d. Radio holder
- C. The Class B uniform will not be issued by the department and must be provided by the individual Cadet. The Class B Uniform will be worn by the Cadet during meetings, training exercises, or work assignments and will consist of the following:
1. Blue department polo top
 2. Khaki colored cargo style pants (5.11 style)
 3. Black boots or shoes
 4. Black belt (Cadets may use their department issued belt with the Class B. Uniform)
- D. Jeans, T-shirts, and etc. are not considered acceptable attire and will not be worn by Cadets when attending training or working routine assignments in the field or inside the police department.

Section 13: Equipment

- A. Cadets will not be allowed to carry firearms or non-lethal weapons such as chemical mace or batons as a member of this program.
- B. Cadets will be required to carry other personally assigned equipment while on duty which will include the following:
 - 1. Notebook
 - 2. Black/Blue ink pen
 - 3. Portable Radio (for assigned events)
- C. Cadets will utilize Department-owned equipment only for its intended purpose in accordance with established Departmental procedures, and they will not abuse, damage, or lose the equipment.
 - 1. Losing, damaging, or wasting Department property or equipment due to negligence, carelessness, or improper use will be grounds for disciplinary action.
- D. Cadets will immediately report any damage to Departmental property or equipment assigned to them, and they will report any inoperative, defective, or hazardous equipment which comes to their attention.
- E. Cadets will return in all Department-owned equipment assigned to them upon termination, resignation, or aging out of the program.

Section 14: Cadet Access to Police Headquarters

- A. Members of the Cadet program will be granted access to the Police Headquarters only while on-duty and during the official performances of their duties..
- B. Cadets will not be allowed inside the Rolla Police Department after 10:00 p.m. during the school year and after 11:00 p.m. during summer break without the consent of the Cadet Advisor.
- C. Cadets will not have access to specialty areas within the building such as the Criminal Investigations Unit, the Communications Center, Records Division, or Staff Offices after normal business hours without the permission of the Shift Supervisor or unless they are in the company of an officer.
- D. Cadets will not be allowed to work in the Communications Center until after they have served at least a two-month probationary period with the program.
- E. Volunteer Cadets will not loiter in and around the Police Station under any circumstances.

Section 15: Cadet Time Sheets

- A. Cadets will document their time served in the program by filling out and turning in the Cadet Time Request Form at the conclusion of their assigned activity. Some of these activities include but are not limited to:

1. Regular monthly Cadet meetings
 2. Special training exercises
 3. Special lecture programs
 4. Ride-Along
 5. Dispatch
 6. Special assignments
 7. Attendance at regular Departmental training sessions
 8. Parade duty
- B. Any Time Request Forms turned in more than 24-hours after the completion of their activities without good cause will not be credited to the Cadet.
- C. Time listed on the Time Request Form should be in regular time. For example, 2 hours and 30 minutes should read 2-1/2 hours.
1. The time should be rounded off to the nearest one-half hour.
- D. Cadets will turn their time slips in to the Cadet Corporal for approval.
- E. Cadets found falsifying Time Request Forms will be subject to disciplinary action up to and including dismissal from the program.
- F. Cadet total monthly hours will be made available at regular meetings and will be included in the monthly report.

Section 16: Cadet Ride-Along Program

The purpose of the Ride-Along Program is to give the Cadet an opportunity to better understand the law enforcement profession and to broaden the Cadet's knowledge of basic procedures within the Rolla Police Department in order to assist the officer and staff as directed.

- A. The Ride-Along Program guidelines include the following:
1. The Explorer must be 15 years of age or older and must be approved by the Cadet Advisor or Associate Cadet Advisor.
 2. The following forms will be completed, signed, and maintained on file at the Rolla Police Department.
 - a. Cadet Application for membership. (See Attachment A.)
 - b. Hold Harmless Agreement (See Attachment B.)

c. Cadet Health and Medical History Questionnaire (See Attachment C)

3. Cadets will not be allowed under any circumstances to carry a firearm or other weapons while participating in the ride-along program or during any other Cadet function.
4. Cadets must successfully complete the 12-hour block of training which will include a city geography test, and a minimum of 16 hours of training time in communications before being allowed to participate in the ride-a-long program.
5. Cadets may ride-a-long a maximum of sixteen (16) hours per month; a minimum of four (4) hours and a maximum of eight (8) hours each ride-a-long.
 - a. Cadets may only ride along between the hours of 0800 and 2200 hours. The Cadet Advisor may authorize a Cadet to ride along past 2200 hours on a case by case basis
6. Cadets will ride only with the officer to whom he or she is assigned to by the Shift Supervisor and they must ride with an officer of the same gender, and the officer must be of at least the rank of Senior Patrol Officer or above.
7. Cadets shall report to the Shift Supervisor fifteen (15) minutes prior to a scheduled ride-along time.
8. The Cadet Advisor will maintain a record documenting the dates, times, and activities for each Cadet Ride-Along.

B. The Cadet may fulfill various duties as determined by the ride-along officer. These may include:

1. Traffic/Crowd Control
2. Operate the Radio
3. Assist Motorists
4. Completion of routine paperwork which will not be used in any court action.
5. Crime Scene Security
6. Act as an interpreter (if qualified to do so)

C. At no time will the Cadet be placed at risk or used in dangerous situations or undercover activities. The Cadet will not:

1. Interview/interrogate witnesses or suspects.
2. Participate or be left in control of an arrestee or any prisoner.
3. Leave the police vehicle unless instructed to do so by the assigned officer.
4. Be armed in any manner.
5. Sign any arrest, offense, or accident reports, traffic citations, or other legal documents (unless as a witness to an incident)

6. Assist in providing cover for any possible crime in progress.
7. Drive police patrol vehicles.
8. Ride with any vice, narcotics, or organized crime division.

D. The Cadet must follow the procedure for high-risk calls as follows:

1. In case of a high-risk call, the officer shall return the Cadet to the station or stop at the first convenient location and radio the position of the Cadet so another unit can pick them up.
2. In case of an immediate emergency, the Cadet will remain in the police vehicle as an observer until the officer advises that the situation is safe.

E. The Cadet will be assigned to ride along with officers who meet the following criteria:

1. The officer must have at least two (2) years of experience with the Rolla Police Department and be of the rank of Senior Patrol Officer or above.
2. The officer must have no compromising disciplinary action on file.
3. The officer must be familiar with the Cadet policy.

F. The Cadet will complete training on the proper procedures for Ride-a-longs, including training in the areas of:

1. Daily operations of a Police Officer
2. Post Guidelines
3. Familiarization with Police Vehicle and Equipment
4. Dress and Equipment Requirements
5. Specific Ride-Along Duties
6. Conduct Requirements
7. Note taking/report writing
8. Geographic orientation of the area
9. Communication and radio procedures

Section 17: Response to Resistance (AKA Use of Force)

1. Junior Police Cadets are not law enforcement officers and will not exercise police powers nor shall they engage in any use of force unless otherwise directed by the police officer in charge. Any Cadet who participates in any arrest with an officer where use of force is exercised in the performance of his duties shall be required to immediately contact the Cadet Advisor and make a written report detailing the incident prior to going home.

Section 18: Cadet Training Program

A. The Junior Police Cadet training program will include but not be limited to the following topics:

Basic Police Training

- a. Law Enforcement Code of Ethics
- b. Handcuffing and Basic Officer Safety Skills
- c. Basic Self-Defensive Tactics
- d. Firearms Safety and Range Activities
- e. Building Clearing and Searches
- f. Radio Communications
- g. Courtroom Demeanor and Testimony
- h. Physical Fitness for Law Enforcement
- i. Police Report Writing
- j. Interview and Interrogation
- k. Polygraph examinations
- l. Traffic Stops
- m. Basic Criminal Investigations
- n. Crime Scene Investigations
- o. Narcotics Investigations
- p. SWAT Team
- q. Traffic Accident Investigations
- r. Criminal Law and the Missouri Criminal Code
- s. Community Policing and Public Relations

B. Cadet Career Development

- a. Goal Setting
- b. Resume' building
- c. Developing job interview skills

- d. Mock Job Interviews

Section 19: Firearms Training Program

- A. Cadets will adhere to the following firearms training procedures as members of this program:
 - 1. Training and competition is permitted for timed, slow, and rapid fire, for pistol, rifle, and shotgun.
 - 2. All shooting activities will be conducted under the supervision of a Department Firearms Instructor or any certified instructor from any state or federal agency.

Section 20: Trips and Outings

- A. At least two adult leaders are required for all trips and outings. One Advisor per every 3-4 Cadets is preferred.
- B. Adult female leadership (officer or emergency communications officer) is required at all functions where female youth are involved.

Section 21: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police

Effective Date June 30, 2020	Rolla Police Department <u>Special Order</u>	Special Order # 1015	
Original Issue Date June 30, 2020			
Title Line of Duty Death or Serious Injury		Classification III	No. of Pages 8

I. PURPOSE

To provide a direction and procedures to ensure the proper response, support and emotional care for a department member's family following a line-of-duty death or serious injury incident. If the incident is a line-of-duty death of a police officer, funeral arrangements are to be decided by the family of the fallen officer with their wishes taking precedence over those of the agency.

Although this policy is intended to address the line-of-duty death or serious injury of police officers, the Chief of Police may enact and provision of this policy, including the death notification and family assistance that may be applicable to any department employee regardless of whether or not the death or injury is duty related.

II. POLICY

The Rolla Police Department hereby establishes the following standard operating procedure for the response to a line-of-duty death or serious injury incident, and for the support to a department member's family following a line-of-duty death or serious injury incident.

It shall be the responsibility of the Rolla Police Department to provide liaison assistance to the primary family of an officer or member who dies in the line-of-duty or who is hospitalized for an indefinite period of time or requires repeated and/or intermittent hospitalization because of a line-of-duty injury of systemic illness. The assistance shall include, but not be limited to, the clarification and comprehensive study of survivor benefits and emotional support during this traumatic time period for the surviving family.

It is the responsibility of the subject employee's supervisor to notify the Chief of Police of the incident as soon as possible. Immediately upon notification of the incident, the Chief of Police shall appoint an officer in charge (OIC), typically the involved officer's division commander, to coordinate all departmental functions regarding the incident.

This is for internal use only; it does not enlarge the officer's criminal or civil liability. A violation can only form the basis of a complaint by this Department in an administrative setting.

Section 1: Definitions

- A. Line-of-Duty Death: any action, felonious or accidental, which claims the life of a Rolla Police Officer or employee who is performing work related functions either while on-duty or off-duty.
- B. Line-of Duty Injury or Illness: For the purpose of this policy, a line-of-duty injury or illness shall be an injury or systemic illness serious enough that hospitalization or time away from the department is ordered by a physician for an indefinite period of time.
- C. Survivors: Primary family members of the injured or deceased officer, including spouse, children, grandchildren, parents, grandparents, siblings, fiancé', and or significant others.

- D. Beneficiary: Those designated by the employee as recipients of death benefits.
- E. Benefits: Financial payments made to the surviving family to assist with financial stability following the loss of a loved one.
- F. Funeral Payments: Financial payments made to the surviving families of an officer killed in the line-of-duty which are specifically earmarked for funeral expenses.

Section 2: Procedures

A. Officer in Charge (OIC)

1. In order to prevent duplication of efforts, to maintain order, and to ensure that the process works for the benefit of the officer or his or her family, the OIC shall coordinate all departmental functions regarding the incident.
2. The OIC shall make assignments of tasks and responsibilities to department personnel, including the selection of Honor Guard members. Those persons shall report the status of their tasks to the OIC.
3. Personnel assigned to tasks regarding this policy shall be placed on special assignment and will not be available for calls until relieved of duty. These personnel may be required to obtain an evaluation by an approved mental health professional prior to the return to duty.
4. In the event the officer has multiple families and/or an adversarial relationship exists between the families, the OIC or his designee may assign a separate liaison for each family.

B. Death or Life Threatening Injury Notification

1. The name of the injured or deceased officer will be released by the PIO or another person designated by the Chief of Police only after notification of the primary family members.
2. Each officer shall complete a Personal/Financial Diary (Attachment A), which will be sealed and kept in the officer's personnel file located in the Chief's office, to be opened only upon the death of the officer. In the event of the officer's death, the notification plan will be formulated using the most recent Personal/Financial Diary provided by the officer.
 - a. Officers are encouraged to regularly review their Personal/Financial Diaries and update them in the event of any life change (ex. divorce, death of a spouse or child, etc.).
3. If there is knowledge of an existing medical condition with a primary survivor, medical personnel will be placed on standby or dispatched to the residence to coincide with the notification along with notifying personnel.
4. Notification will always be made in person by two or more persons. The Chief of Police, his representative, and/or pre-selected persons of the officers choice will notify the family if time permits to assemble these persons. Delays in developing the appropriate notification team must be weighed against the importance of the timely notification of the primary family.

- a. If the above suggested persons are not readily available, notification shall be made by a supervisor on-duty. The opportunity to get the family to the hospital prior to the demise of the officer is significantly more important than who delivers the notification.
 - b. If the family wishes to go to the hospital, they may be transported via department vehicle. It is highly recommended that the family not drive themselves to the hospital.
 - c. If the primary survivors are not in close proximity to Rolla, the OIC shall request personal notification from a public safety agency from their locale. The OIC is permitted to assist in making notification arrangements to Rolla but may not assume responsibility for travel expenses on behalf of the police department without the authorization from the Chief of Police.
5. As soon as most public safety families see you, they know something is wrong.
 - a. Ask to be admitted to the house. Do not make a notification from the doorstep.
 - b. Gather everyone in the home and ask them to sit down.
 - c. Inform them slowly and clearly of the information you have on the incident.
 - d. It is important to use the officer's name during the notification.
 6. If the officer has already died, relay that information. Do not give the family a false sense of hope.
 7. Notifying personnel must be prepared for unexpected responses from survivors. These responses may include hysteria, and possible verbal or physical attack, anger, fainting, shock and etc,
 8. Notifying personnel must be reassuring to the survivors.

C. Assisting the Family at the Hospital

1. The officer's supervisor, Chief of Police or his designee, who are first to arrive at the hospital, will be the Hospital Liaison.
2. The Hospital Liaison will be responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the media and others. These responsibilities include:
 - a. Arranging with hospital personnel to provide an appropriate waiting area for the family and others who are requested by the immediate survivors.
 - b. Arrange a separate waiting area for fellow officers to assemble.
 - c. Establish a staging area for the media.
 - d. Ensure that medical personnel relay pertinent information regarding the officer's condition to the family in a timely manner and before such information is released to others.
 - e. Notify the appropriate hospital personnel and ensure that all medical bills relating to the injured or deceased officer are directed to the City of Rolla's Risk Manager at City Hall. The surviving family should not receive any of those bills at their residence. This may

require the Hospital Liaison to re-contact the hospital during normal business hours to ensure proper billing takes place.

- f. Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
 - g. Arrange for transportation for the family back to their residence.
- 3. If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity, a police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of a death, explain why an autopsy is necessary.
 - 4. The Notification Officer(s) should remain at the hospital while the family is present.
 - 5. Do not be overly protective of the family. This included sharing specific information as to how the officer met his or her demise, as well as allowing the family time with the deceased officer.

D. Support of the Family during the Wake or Funeral

- 1. The Chief of Police, or his designee, will meet with the officer's family at their home to determine their wishes regarding Departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.
- 2. With the approval of the family, the Chief will assign a Family Liaison Officer and a Benefits Coordinator.

E. Family Liaison Officer(s)

- 1. The selection of the Family Liaison Officer(s) is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his or her family. When possible, male/female "teams" should be utilized as Family Liaison Officers, thus preventing bonding between the survivor(s) and the officer during a vulnerable time in the survivor's life.
- 2. This is not a decision-making position, but a "facilitator" between the family and the Department.
- 3. Responsibilities of the Family Liaison Officer include:
 - a. Ensuring the needs of the family come before the wishes of the Department.
 - b. Assisting the family with funeral arrangements and making them aware of what the Department can offer if they decide to have a police funeral. If they choose the latter, briefing the family on funeral procedure (i.e., presenting the flag, playing of taps, and firing party)
 - c. Apprising the family of the information concerning the death and continuing investigation.
 - d. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging food for the family, meeting child care needs and etc.

- e. Being constantly available to the family.
- f. Determining what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food and funeral attendees following burial, and etc.
- g. Notifying Concerns of Police Officers (COPS), (573) 346-4911, and the Supporting Heroes Line of Duty Death Notification, (877) HERO-DOWN, or (502) 585-2282.
- h. Provide the surviving family with a point of contact for the Family Liaison Officer (Cell Phone Number).

F. Department Liaison Officer

- 1. This position is normally assigned to a Division Commander because of the need to effectively coordinate resources throughout the Department.
- 2. Responsibilities of the Department Liaison Officer include:
 - a. Working closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
 - b. Handling of news media throughout the ordeal. If the family decides to accept an interview, a member should attend to “screen” questions presented to the family so as to not jeopardize subsequent legal proceedings.
 - c. Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - 1) Chief of Police and Division Commanders
 - 2) Funeral Director
 - 3) Family Priest or minister
 - 4) Cemetery Director
 - 5) Honor Guard.
 - d. Direct the funeral activities of the Department and visiting police departments according to the wishes of the family.
 - e. Establish a Command Center, if necessary, to coordinate information and response to the tragedy.
 - f. Obtain an American Flag, if the family wishes a flag presented by the Chief of Police.
 - g. Determine if the family desires a burial in uniform and selecting a member to obtain a uniform and all accouterments (Except weapons) and deliver them to the funeral home.
 - h. Assign members for usher duty at the church.
 - i. Arrange for the delivery of the officer’s personal belonging to the family.

- j. Brief the Chief of Police and Command staff concerning all funeral arrangements.
- k. Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- l. Arrange for a standby physician for the family, if necessary.
- m. Coordinate Traffic Management with other jurisdictions during the viewing, funeral and procession.
- n. Assign an officer to remain with the family at the family home during the viewing and funeral.
- o. Maintain a roster of all Departments sending personnel to the funeral, including:
 - 1) Name and address of responding agencies
 - 2) Name of Chief of Police
 - 3) Number of officers attending
 - 4) Number of officers attending the reception after the funeral
 - 5) Number of vehicles
- p. Assist in making necessary accommodations for food, lodging and etc.
- q. Acknowledge visiting and assisting departments
- r. Arrange for routine security checks of the surviving family's home by VIPS for six (6) to eight (8) weeks following the funeral. This service is necessary since large amount of money are passing through the residence and the survivors will be spending time away from the home dealing with legal matters.

G. Benefits Coordinator

- 1. The Benefits Coordinator will assist in gathering information on benefits/funeral payments available to the family. The Benefits Coordinator has the Department's full support to fulfill this responsibility to the survivors and is completely responsible for assisting the surviving family members in filing the appropriate benefit paperwork and following through with family to ensure that these benefits are being received.
- 2. The Benefits Coordinator is responsible for:
 - a. Assisting in filing worker's Compensation claims and related paperwork.
 - b. Gathering information on all of the Public Safety Officers Benefits Act (PSOBA) that are available to the family.
 - c. Assist in setting up any special trust funds or educational funds.

- d. Notify police organizations such as Supporting Heroes, Concerns of Police Survivors (COPS), the Fraternal Order of Police, of the death and ensuring that any and all entitlements are paid to the beneficiary. These agencies may offer legal and financial counseling to the family at no cost.
- e. Prepare a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries and contacts at various benefit officers, and when they can expect to receive a payment.
- f. Meet with the family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.
 - 1) If there are surviving children from a former marriage, the guardian of those children should also receive a copy of what benefits at child(ren) may be receiving.
 - 2) Attention should be given to the revocations of healthcare benefits. Many providers allow a 30 day grace period before canceling or imposing monthly payments upon survivors.
- g. Meet with the family again in approximately six months to ensure they are receiving benefits.

H. Continued Support for the Family

- 1. Members of this department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable. More than half of the surviving spouses can be expected to develop posttraumatic stress reaction to the tragedy.
- 2. Survivors should continue to feel a part of the "police family" and they should be invited to Department activities to ensure continued contact.
- 3. Members of the Department are encouraged to keep in contact with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts.
- 4. The Chief of Police should observe the officer's death date with a short note to the family, flowers on the grave and/or wreath at the Missouri and National Police Officer's Memorial.
- 5. Holiday's may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
- 6. The Family Liaison acts as a long-term liaison with the surviving family to ensure that close contact is maintained between the Department and the survivors and that their needs are met for as they feel the need for support.
- 7. If no court proceeding surrounding the circumstances of the officer's death, the Family Liaison will relay all details of the incident to the family at the earliest opportunity.
- 8. If criminal violation surround the officer's death, the Family Liaison will:
 - a. Inform the family of all new developments prior to press release.

- b. Keep the family apprised of legal proceedings.
- c. Introduce the family to the Victim's Advocate.
- d. Encourage the family to attend the trial, and accompany them whenever possible.
- e. Arrange for the investigators to meet with the family at the earliest opportunity following the trial in order to answer all of their questions.

Section 3: Authority

- A. This policy is issued by the authority of the Chief of Police. Any policy additions, deviations, or revisions shall be made only at the direction of the Chief of Police.

By Authority of:

Sean P. Fagan, Chief of Police