SPRINGFIELD POLICE DEPARTMENT

Administrative/Supervisory Manual

Disclaimer

The City of Springfield, Missouri (“City”), makes no warranty, express or implied, of any kind or type in favor of or for the benefit of any person or entity with regard to any aspect of the policies and procedures contained herein. These policies are intended solely for the use by the officials, officers, and employees of the City and the Springfield Police Department, a department of the City administration, for the purposes of promoting the delivery of law enforcement to the community and assisting the administration and operation of the Springfield Police Department in the performance of its work. These policies shall not be construed so as to create any obligation of any kind or type on the part of the City in favor of any person or entity, or as creating any right or cause of action in favor of any such person or entity against the City. The presence of these policies shall not be construed to be an individual act of any employee officer or official, or agent of the City, or otherwise construed so as to create any personal liability on the part of any such employee, officer or official or agent of the City to any third party.

These directives have been edited pursuant to 610.100(3), Missouri Revised Statutes. They are current and accurate as of November 1, 1999 and the Public Directives shall be subject to change without notification at anytime as determined by the Chief of Police.
To the Citizens We Serve,

The Department Manual is a compilation of directives to provide guidance to our employees. With very few exceptions, these are not hard, fast rules but policies and procedures for delivering police services to you. Policing requires the ability to respond to many unpredictable and often, unique, situations. It is precisely for this reason that we have trained our officers to exercise professional judgment and exercise discretion.

We have provided this Manual because we often receive questions about our policies and why we do what we do. It is through this educational effort that we hope to provide greater understanding about policing.

All Standard Operating Guidelines are presented although you may find that directive numbers are not sequential. This is because our indexing system is topical so some gaps may exist. As you look through this Manual, you will notice that some portions have been edited out. We have attempted to limit these omissions to those permitted by law. Tactical and investigative techniques, if known to the offender, would enable countermeasures; making our job even more difficult and compromise your public safety.

Created in July, 1997, this manual was almost three years in development and it continues as a living document even today. Updates and revisions to this manual are continuous. This Manual is based upon standards and principles as promulgated by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) and our department is one of only about 600 accredited by that organization. I hope that this version of our Department Manual will demonstrate the professionalism and dedication to duty YOUR Police Department is committed to.

Should you have questions or concerns, please feel free to e-mail the appropriate commander, or myself from our website or write us at Chief of Police, Springfield Police Department, 321 E. Chestnut Expressway, Springfield, MO., 65802.

Sincerely,

Lynn Rowe, Chief of Police
SPRINGFIELD VISION AND VALUES STATEMENTS

As members of the Springfield Police Department, we are committed to providing quality service to our community through personal integrity, fairness, open communication and a helpful attitude.

Quality Service
We will provide quality, professional service to our community by:
• Enforcing the law;
• Preventing crime, thereby improving the quality of life;
• Responding promptly to calls for service and other public needs;
• Conducting thorough investigations;
• Providing state of the art training and continuing education programs;
• Leading by example.

Integrity
Having sound moral principles that earn the trust, respect, and confidence of the community and each other through:
• Being honest, and demanding the same from each other;
• Living by the rules we enforce.

Fairness
To provide equal treatment of all persons without prejudice or bias by:
• Treating all persons with dignity and respect;
• Expressing compassion in our attitudes and in our communication;
• Ensuring consistency in decision making without favoritism.

Communication
Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:
• Actively listening to all concerned;
• Keeping crime victims informed about their cases and where to go for additional help;
• Educating the community about crime risks and prevention;
• Informing the community about the inner workings of our department;
• Encouraging the open exchange of ideas and information.

Helpful Attitude
A helpful attitude is fundamental to the earning respect and confidence of the community. We will accomplish this by:
• Treating people’s problems as important;
• Being polite and courteous;
• Showing empathy and concern for the needs of others;
• Showing pride in our profession tempered by humility.
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November 18, 1999
I  Policy

In police agencies, authority is delegated to subordinates. It is the policy of the Springfield police department that all employees of the department are delegated the necessary authority to allow them to perform their assigned duties and responsibilities in an effective manner.

II  Definitions

Span of control- The number of employees a supervisor can effectively supervise at one time.

III  Procedure

1  SPAN OF CONTROL

1.1  Supervision at the line level will not exceed a ratio of ten employees to one supervisor and will decrease proportionally in a pyramid fashion upward through the Chain of Command.

1.2  Each organizational unit shall be under direct command of only one supervisor. (11.2.2)
1.3 All employees shall be accountable to only one supervisor at any given time. (11.2.1)

2 RESPONSIBILITY AND ACCOUNTABILITY

2.1 All employees, at all levels, are granted authority that is commensurate with their responsibilities. Supervisors shall insure that responsibilities delegated to subordinates do not exceed the level of authority necessary to complete them. (11.3.1)

2.2 All employees are held accountable for the application of, or the failure to apply, when appropriate, the authority delegated to them. (11.3.1)

3 SUPERVISORY AUTHORITY AND ACCOUNTABILITY

3.1 All supervisors are held accountable for performance and conduct of employees under their command. (11.3.2)

3.2 Any employee, of subordinate position, who may be placed temporarily into a higher supervisory position shall exercise the authority and perform the duties of that higher position; and shall be held accountable and responsible for performance in that position.

3.2.1 In order to promote consistency and avoid confusion, employees in acting supervisory capacities should avoid countermanding any lawful standing order issued by the supervisor they are replacing; except in an emergency.
Command Protocol

I Policy

It is the policy of the Springfield Police Department to provide uniform direction to all Police Department employees through an established chain of command in order to promote consistency, reduce confusion and enhance public safety operations. (12.1.2)

II Procedure

1 In normal day to day operations, the following command structure is in place:

1.1 The Chief of Police represents the highest ranking authority within the Police Department.

1.2 Majors are the highest ranking officer within the division.\(^1\)

1.3 Lieutenants are the highest ranking officers within a section. Watch commanders serve as the "Chief’s Representative" and have overall command authority of Police Department operations both at headquarters and in the field after hours (1700-0800) and on weekends (Saturday and Sunday).

1.4 Sergeants, unit supervisors, and Shift Supervisors are first line supervisors within their respective squads or units. They are members of management.

\(^1\) Changed Captain to Major, 7-1-98.
Corporals are investigators. They shall perform supervisory duties as assigned for subordinate personnel including reviewing and approving work, conducting squad meetings, initiating corrective action including disciplinary action as required.

The protocol for command succession shall be as follows:

2.1 From Chief of Police to designated Acting Chief of Police or the most senior Major,

2.2 From Major to the designated Acting Major or the most senior Lieutenant within that Division,

2.2.1 If no Lieutenant is assigned to the affected Division, then the most senior Sergeant

2.3 From Lieutenant to the designated Acting Lieutenant or the most senior Sergeant on duty,

2.4 From Sergeant to the designated Acting Sergeant or the most senior Corporal on-duty from within that Division,

2.5 From Corporal to the designated Acting Corporal or the most senior Police Officer on-duty from within that Division.

All personnel shall immediately comply with the lawful direction provided by an officer or employee of supervisor rank. Failure to do so may be considered insubordination.

In the event an employee receives an order which is in conflict with a previous order (s)he shall notify the supervisor issuing the conflicting order. Responsibility for disobedience of the first order then shifts to the supervisor who issued the second and conflicting order.

All supervisors and commanders retain full authority and responsibility for their positions until relieved by an authorized person.

Supervisors and commanders shall name a subordinate to acting authority whenever the supervisor cannot be physically present and able to assume command functions.

Notification of transfer of command authority shall be completed in writing, on a timely basis, and circulated to all affected personnel.

Acting supervisors and commanders have the full authority and responsibility of the position they assume until relieved by their supervisor or another superior officer.

2 Changed Captain to Major, 7-1-98.
3 Changed Captain to Major, 7-1-98.
8 INCIDENT COMMAND PROTOCOL/EXCEPTIONAL SITUATIONS

In exceptional situations, catastrophic events, major crimes, dignitary protection operation, or other large scale event, an officer representing police command rank (at least the rank of Sergeant) will assume command of the police operation as incident commander.

8.1 An Incident Commander, usually the rank of lieutenant or higher shall be designated and shall have overall command authority over the operation management of the incident.

8.1.1 The on-duty Watch Commander shall assume initial responsibility until formally relieved by higher authority.

8.2 Transition of command over an incident from one person to another shall be formally declared to all personnel involved in the operation.

8.3 When two supervisors of equal rank appear on a field operation, the Operations Division supervisor assigned to that zone shall assume command until relieved by a higher ranking supervisor.

8.3.1 Exception: Incidents of officer involved deadly force or less lethal serious injury shall be investigated by CIS. The CIS Commander shall be Incident Commander in these situations.

8.3.2 The Technical Services Supervisor shall assume command of routine Detention Unit operational decisions (i.e. RORs, etc.)

8.3.3 In the event of a major disturbance involving multiple prisoners in the Detention Facility, an escape from same, or a barricade or hostage incident, the ranking Operations Division supervisor shall assume command.

9 MILITARY COURTESY AND PROTOCOL

On-duty Police department employees shall address superior civilian supervisors, managers, and ranking officers by rank or as indicated below when in the presence of other junior employees, representatives from other agencies or departments, or the public.

9.1 Employees may address ranking officers by their first name, only if authorized by that officer and others described above are not present;

9.1.1 It is not appropriate to address a ranking officer by their first name in public or in the presence of junior employees.

9.1.2 For example: the employee should address the officer as “Corporal” or “Corporal Jones” or address them as “Sir” or “Ma’am”, as appropriate.

9.2 Employees shall address superior civilian supervisors or managers as “Mr.”, “Sir”, “Ms.”, or “Ma’am”, as appropriate. They may address supervisors by first name only if authorized and others described above are not present

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4 Section and sub-sections added per Policy Change Order 99-004, 1-21-99.
SOG 101.2
Command Protocol

at the time.
Limits of Authority

I Policy

The purpose of this policy is to establish guidelines for arrest, search, and seizure decisions by Springfield Police Officers in order to assure that they are made in a manner consistent with federal and state laws, and constitutional guidelines.

II Definitions

Consent: permission for an officer to search a constitutionally protected area given by a person with standing to grant it. That permission must be given without force, duress, or compulsion of any kind.

Probable cause: facts and circumstances that would lead a reasonable and prudent officer, acting in a cautious manner, to believe that a crime has been committed, and the person in question committed the crime.
III Procedure

1 OATH OF OFFICE (1.1.1)
1.1 Upon graduation from the Police Academy, and in order to assume sworn status, each new graduate shall be administered the oath of office by the City Clerk, or other authorized official.

1.2 Upon receiving the oath of office, each new officer shall execute a sworn affidavit, as provided by the City Clerk or other authorized official, agreeing to support the Constitution of the United States and the State of Missouri, comply with the laws of the City of Springfield, and faithfully discharge the duties of Police Officer.

2 LEGAL AUTHORITY (544.157 and 544.216 RSMo.)
2.1 Springfield police are state certified peace officers possessing the power of arrest, search, and seizure.

2.2 Officers shall at all times exercise their authority in a fair and impartial manner so as to safeguard the constitutional rights of the persons with whom they come into contact, while enforcing the law to enhance public safety.

2.3 Geographic jurisdiction
2.3.1 Police officers have authority to enforce laws within the corporate limits of the City of Springfield.

2.3.2 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under authority of the Springfield Park Board both within and outside the corporate city limits, including but not limited to Ritter Springs Park and Rivercut Golf Course.

2.3.3 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under authority of any city department located within or outside the corporate city limits of Springfield; including but not limited to Noble Hill Landfill and Southwest Water Treatment Plant.

2.3.4 Police officers have authority to enforce ordinances and statutes upon lands operated by and managed under the authority of City Utilities and the Board of Public Utilities located either within or outside the corporate city limits of Springfield; including but not limited to the Southwest Power Plant, Fellows Lake, and McDaniel Lake.

2.3.5 Police officers shall have authority to respond to incidents, enforce ordinances and statutes upon any lands annexed under authority of City Council upon the effective date of such annexation.

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1 Section 2.3 and subsections added 6-16-98.
3 INTERVIEWS AND INTERROGATIONS, ACCESS TO COUNSEL

3.1 Officers will at all times treat individuals being interviewed or interrogated fairly and with respect. No statements or confessions will be taken in a manner that is in any way in violation of their constitutional rights.

3.2 Protection of Citizens Rights

3.2.1 Whenever a citizen is arrested, or becomes a suspect in a criminal investigation and would reasonably believe that they are no longer free to leave, Miranda warnings shall be given prior to any questioning designed to elicit a self-incriminating response. The warnings may be given at the time of custody, but must be given prior to interrogation.

3.2.2 In a field situation, Miranda warnings may be given verbally. When given at headquarters, they should be in writing. In either case, the warnings must be positively acknowledged by the suspect as being understood, and those rights clearly waived prior to interrogation. In the event that a suspect waives his rights but refuses to sign a waiver form, the officer will document an explanation of the waiver and may then interrogate the suspect. In the event that the suspect invokes his rights at any point, all interrogation must cease. Interrogation may not be reinitiated except in accordance with case law in effect at the time.

3.2.3 Suspects who have an insufficient command of English to clearly understand their rights or the questions being asked them shall be provided with an interpreter by the department prior to any interrogation.

3.2.4 There are occasions when the officer believes that a suspect to be interrogated may not understand his rights due to the level of intoxication or other impairment. In these situations the officer shall confirm that the suspect understands their rights through interactive questioning, prior to any interrogation.

3.2.5 Officers should make note of any unsolicited statements made by a suspect in custody and are under no obligation to provide him with any advice to stop, or to stop him for the purpose of advising him of his rights. (1.2.3)

4 PRETRIAL PUBLICITY

Press releases relative to arrest or detention of a suspect will be made in accordance with the guidelines established in SOG 303.1.
5 SEARCHES AND SEIZURES

5.1 Search by consent - a Springfield police officer may conduct a search of any person, place, or thing without probable cause when the person having legal control over that area consents to the search.

5.2 Frisk resulting from a detention - when, during a detention, the officer has a reasonable suspicion that the subject is presently armed and dangerous, he/she may conduct a carefully limited search of the outer clothing of the subject for the purpose of detecting a weapon. This frisk does not require consent by the subject.

5.3 Searches of vehicles under the movable vehicle exception. Officers shall be guided by the following basic principles, and will be kept appraised of changes in case law from the state and federal courts by the Training Unit.

5.3.1 Due to the inherent mobility of a motor vehicle, the courts have historically held officers to a standard of probable cause for their search. This means that there are some conditions under which the officer does not need a search warrant in order to search a motor vehicle. Officers may search a motor vehicle without first obtaining a search warrant under the following conditions:

5.3.1(a) The passenger compartment incident to and contemporaneous with the arrest of an occupant.

5.3.1(b) Based on probable cause to believe that the mobile vehicle contains evidence of a crime or contraband. This search is only limited by the scope of where those items could be concealed.

5.3.1(c) An inventory should be routinely conducted on all motor vehicles impounded by this department. An inventory, however, should never take precedence over, or be used to replace the above listed searches.

5.3.1(d) In the event of a detention of the driver or occupant, and the officer has a basis for a frisk of that person, the frisk may extend into the vehicle to the areas where he might leap or lunge for a weapon.

5.3.1(e) Unless the search is performed on the basis of consent, the officer shall not conduct the search of a motor vehicle without a search warrant unless there is a clear exception in law to that requirement. (1.2.4)

5.4 Searches at the scene of a crime

5.4.1 Officers will adhere to the following guideline with respect to searches of crime scenes: if the crime scene includes a constitutionally protected area, and a possible suspect might have a reasonable expectation of privacy in the scene, it will be searched pursuant to a search warrant.
5.4.2 Exceptions:

5.4.2(a) Officers may conduct protective sweeps of a crime scene for their protection prior to securing the scene pending a warrant or consent.

5.4.2(b) In cases other than homicides, the scene may be searched with the consent of a person with standing to give it. If there exists a reasonable expectation of privacy in a homicide scene, it will be searched pursuant to the issuance of a search warrant.

5.4.2(c) When the suspect is arrested in the crime scene, officers may search the area under the immediate control of the suspect if it is contemporaneous with the arrest.

5.4.2(d) Officers may enter and search a constitutionally protected area under lawful exigent circumstances to include medical emergencies, or public safety issues such as a violent felony in progress or the reported presence of a bomb. This exception only extends to the termination of the emergency. At that point, another justification must be found.

5.5 Other situations authorized by state and federal provisions: (1.2.4)

5.5.1 Officers may enter an open field and search it for items subject to seizure when they have reason to believe that the stated item(s) are to be found at the location. The fourth amendment affords no protection to open fields. An open field is the area in proximity to a dwelling, but not within the curtilage of that dwelling.

5.5.2 Officers may search public places when they have reason to believe that items subject to seizure are at the location. The fourth amendment affords no protection to public places. Public places are those locations owned or controlled by public entities that are available for public use. An example would be a public park.

5.5.3 Officers may search private locations open to the public when they have reason to believe that items subject to seizure are at that location. The fourth amendment affords no protection to private places open to the public. These are locations that are privately owned but are available for public use. An example would be the lobby of a bank.

5.5.4 Officers may seize items that are immediately apparent as evidence when they come into view and the officer is lawfully searching in connection with a crime or he otherwise has a right to be where he is at the time.
5.5.5 Officers may search abandoned property if it can be established that the owner or person in possession of the property intended to abandon it and did so freely.

6 ARREST WITH/WITHOUT A WARRANT

6.1 Springfield Police Officers may arrest anyone within their jurisdiction when they have knowledge of the existence of a felony warrant, a misdemeanor warrant issued within this state, or they have probable cause to believe that the person has committed a violation of federal or state criminal laws, or is in violation of a Springfield city ordinance.

6.1.1 When possible, the officer will identify himself/herself as a police officer, clearly advise the suspect the he/she is under arrest, and advise them of the charge.

6.1.2 All arrested suspects will be searched incident to arrest, subject to the constraints in SOG 407.1. The area of their immediate control may also be searched contemporaneous with the arrest. They will then be transported to the proper facility for booking as soon as is practical.

6.1.3 Arrestees will be afforded all the rights available to them under federal and state law, and case law; to include the right to be considered for bond by a judge, to communicate with family, friends, or counsel, and to release after 20 hours if no arrest warrant is issued.

Exception: an arrestee may be held briefly without the opportunity to communicate with persons outside the jail when that communication could represent a direct threat to officers in the performance of their duties. This exception may only be exercised with the permission of a officer of command rank and must be continuously reviewed for termination as soon as the threat that caused the restriction no longer exists. An example would be a series of search warrants being served on felons who are armed, violent, and known to be associates of each other. (1.2.5)

6.2 Officers who are outside their legal jurisdiction may have limited police powers under special statutory authority. (Refer to SOG 414.1, Agency Jurisdiction and Mutual Aid, Section 7, Extra-Jurisdictional Authority)²

7 ALTERNATIVES TO ARREST

7.1 Absent the existence of an arrest warrant or a statutory provision to the contrary, Springfield Police Officers are not required to make an available

² This section added 8-28-97.
arrest. Alternatives to arrest include: the issuance of a summons, a warning, or referral of a case to the appropriate prosecutor.

7.2 The factors that an officer shall consider in the decision to make an arrest or select an alternative shall include: the safety of the community, outstanding evidence to be recovered, the seriousness of the charge, the advisability of securing bond from the suspect, and the level of restraint necessary to resolve an ongoing situation. (1.2.6)

8 PRETRIAL RELEASE

8.1 Prisoners in custody under authority of an arrest warrant shall not be released except with permission of a judge with jurisdiction over the offense.

8.2 Prisoners in custody on the basis of a warrantless arrest may be released by the arresting officer, follow up investigator, any supervisor, or commander without posting bond. Relevant considerations will include the seriousness of the offense, the reasons that the arrest was made, and jail capacity constraints. **Exception:** Felony prisoners in custody on a warrantless basis shall not be released on a discretionary basis unless the arresting officer has responsibility for completing the case, or relevant Criminal Investigations Section personnel are consulted prior to the release.

8.3 Officers are strongly advised not to make arrests on minor charges when the sole justification is to secure bond. Those persons may be arrested upon the subsequent issuance of an arrest warrant if they fail to appear for arraignment.
Use of Discretion

I  Policy

It is the policy of the Springfield Police Department to grant broad discretion to employees in determining what level of action is required of them in the performance of their duties. The use of this discretion shall be based on written guidelines, training, and supervision. Furthermore, we recognize that other avenues of problem solving exist in addition to the Criminal Justice System, and employees are encouraged to utilize these alternative avenues. (1.2.7)

II  Definitions

**Arrest** - The taking into custody of any person for the purpose of booking, with the intention of holding on a warrant, the posting of a bond, or for further investigation.

**Felony** - A crime for which a suspect, if convicted, may be incarcerated for a term in excess of one year. (RSMO 556.016)
SOG 101.4
Use of Discretion

**Misdemeanor** - A crime for which a suspect, if convicted, may be incarcerated for a term not to exceed one year. (RSMO 556.016)

**Infraction** - An offense, (not a crime), for which a suspect, if convicted, may be assessed a fine and/or forfeiture. Does not allow for incarceration.

**Release Pending** - Release of a suspect, after booking, without bond.

### III Procedure

1. **ARRESTS**

   1.1 Springfield Police Officers shall arrest anyone within their jurisdiction when:

      1.1.1 They have knowledge of an active felony warrant from any jurisdiction.
      1.1.2 They have knowledge of an active misdemeanor warrant issued within the state of Missouri.
      1.1.3 The offense is covered under a statutory provision which mandates an arrest.

         1.1.3(a) Example - the Adult Abuse Statute.

   1.2 Springfield Police Officers may arrest anyone within their jurisdiction when:

      1.2.1 They have probable cause to believe that the person has committed a violation of any Federal or State criminal statute, or a violation of any Springfield Municipal Code.

      1.2.1(a) Some municipal codes may be copied after state infractions, and are not an arrestable offense.

      1.2.2 Factors that may be considered when determining to make an arrest may include, but are not limited to:

         1.2.2(a) The nature and degree of the offense.
         1.2.2(b) Age and physical condition of the offender.

         1.2.2(c) Attitude and safety concerns of the victim.
         1.2.2(d) The safety of the community, and or any witnesses.
         1.2.2(e) The ability to positively identify the suspect.
         1.2.2(f) The location of the suspect's permanent address.

   1.3 Officers who are outside their legal jurisdiction may have limited police powers under special statutory authority. (Refer to SOG 414.1, Agency Jurisdiction and Mutual Aid, Section 7, Extra-Jurisdictional Authority)

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1 Section 1.3 added 8-28-97.
SOG 101.4

Use of Discretion

2 TRAFFIC OFFENSES

2.1 Springfield Police Officers have the authority to stop any vehicle on any public street or highway, or on private property.

2.2 Vehicles may be stopped for the following reasons:

2.2.1 Any time an officer has reason to arrest the driver or any occupant (see section 1.1 through 1.2 above).

2.2.2 Any time an officer has reasonable suspicion to believe the driver, any of the occupants, or the vehicle itself, has been involved in any criminal activity.

2.2.3 Any time an officer has observed a violation of state traffic statute or Springfield Municipal traffic code.

2.2.3(a) Includes moving, non-moving, or equipment violations.

2.2.3(b) Some violations may be cited once the vehicle is stopped, but cannot provide reasonable suspicion for the stop.

- Example - seat belt violations.

2.3 Traffic offenses may be dealt with in the following manner:

2.3.1 Provide a verbal warning to the driver.

2.3.2 Issue a citation into the appropriate court for any observed violations.

2.3.3 Arrest the violator

2.3.3(a) Arrest for traffic violations should only be used in the following instances;

- DWI

- DWLR/DWLS with prior convictions

- This option shall be approved by a field supervisor.

2.3.4 Things to consider in determining which option to utilize include, but are not limited to, the following:

2.3.4(a) The severity of the violation.

2.3.4(b) Past warnings or citations for the violation.

2.3.4© Is the violation currently being addressed by an enforcement strategy?

2.3.4(d) Is the violation a prevalent community safety issue?
SOG 101.4
Use of Discretion

2.4 Calls for service.
2.4.1 Officers have the discretion of handling calls for service in whatever manner they feel will most appropriately resolve the call, in consideration of the following items:
   2.4.1(a) The circumstances of the call.
   2.4.1(b) Past training.
   2.4.1(c) Current written policies.
   2.4.1(d) Current standard procedures.
   2.4.1(e) Supervisory guidance.
   2.4.1(f) Statutory requirements.

2.5 Any uncommitted time that an officer has during his shift will be used at his or her own discretion, in furtherance of the goals of the Department.
2.5.1 Examples of things officers should consider when utilizing this time include, but are not limited to, the following:
   2.5.1(a) Special assignments
   2.5.1(b) Information from Criminal Information Bulletins.
   2.5.1(c) Traffic enforcement.
   2.5.1(d) Wanted persons.
   2.5.1(e) Community Problem Solving

3 ALTERNATIVE RESOLUTIONS
3.1 Alternative resolutions to problem solving most frequently involve a referral to another agency.
3.2 When a referral to another agency is appropriate, employees should make every effort to facilitate the referral for the involved citizen.
3.3 Examples of referral agencies include:
   3.3.1 Division of Family Services
   3.3.2 Division of Youth Services
   3.3.3 Other Law Enforcement Agencies
   3.3.4 Other Service Agencies
   3.3.5 Conflict Resolution Programs
Organizational Structure

I Policy

To establish the organizational structure of the department and the responsibilities of the various units which comprise functional elements. It is the policy of this department that each organizational unit is commanded by only one supervisor. (11.2.2)

II Procedure

1 STRUCTURE - Effective January 1994 the Springfield Police Department shall consist of four divisions. They shall be: (11.1.1)
   1.1 Administrative Division
   1.2 Operations Division
   1.3 Criminal Investigations Division
   1.4 Support Services Division

2 RANK STRUCTURE
   2.1 SWORN - Rank structure of the sworn police officers will be as follows:
      2.1.1 Chief

---

1 Section revised from Investigations Division to Criminal Investigations throughout entire policy, 7-15-98.
2.1.2 Major
2.1.3 Lieutenant
2.1.4 Sergeant
2.1.5 Corporal
2.1.6 Patrol Officer

2.2 NON-SWORN - Rank structure of the non-sworn employees shall be as follows:
2.2.1 Supervisors
2.2.2 PAT Positions

3 ORGANIZATION
The organizational structure of the Springfield Police Department shall be divided into four divisions comprised of smaller sections and units. Each division will be administered by a Division Commander who will be directly responsible to the Chief of Police. The smaller units, their responsibilities and supervision will be as follows:

3.1 Operations Division
3.1.1 The Operations Division is commanded by a Major.²
3.1.2 The Operations Division is responsible for responding to calls for service, maintaining order, enforcing the laws and city ordinances, providing security and providing traffic control.
3.1.3 The Operations Division is divided into three sections: Response Services, Traffic and Community Services.
3.1.4 Response Services shifts are administered by a Watch Commander with the rank of Lieutenant.
3.1.4(a) Line supervisors hold the rank of Sergeant and are assigned to a squad.
3.1.4(b) The squad Corporal is assigned as the Major Crime Investigator. In the Sergeant's absence the Corporal will act as supervisor. A qualified officer will be selected to act as the Major Crime Investigator.
3.1.4(c) Patrol officers are assigned to a squad.
3.1.5 The Special Response Team is administered by a unit supervisor with the rank of Sergeant. They are responsible for special operations support, supplementing patrol and investigative units.
3.1.6 Community Services is administered by a commander with the rank of Lieutenant. The office is responsible for administering community policing projects, crime prevention/DARE, and public information.

² Changed Captain to Major, 7-1-98.
³ Captain changed to Major, 7-1-98.
3.1.7 The Traffic Section is commanded by a Police lieutenant and supervised by two (2) Police sergeants. It consists of:

3.1.7(a) Traffic Enforcement
3.1.7(b) Traffic Investigations
3.1.7(c) Traffic Accidents

CRIMINAL INVESTIGATIONS DIVISION

4.1 The Criminal Investigations Division is commanded by a Major.\(^4\)

4.2 The Criminal Investigations Division is responsible for follow-up investigations of reported crimes, apprehension of criminals, preparation of case reports for the prosecutor, conducting crime-scene investigations and initiating investigations on illegal activities.

4.3 The Criminal Investigations Division is divided into two sections; Criminal Investigations Section and Special Investigations Sections.

4.4 The Criminal Investigations Section is administered by a Lieutenant.

4.4.1 Line supervisors hold the rank of Sergeant and are assigned to the function of property or persons.

4.4.2 Investigators are assigned to the Property Unit or the Persons Unit.

4.5 Special investigations include street crimes and narcotics enforcement.

4.6 Liaison functions are assigned to a Major Case Squad and Arson Investigations.

4.7 Narcotics Enforcement Includes:

4.7.1 A supervisor with the rank of Sergeant.

4.7.2 Technical Support/Flight Operations

4.7.3 Investigations and Interdictions

4.7.4 Liaison with DEA Task Force and C.O.M.E.T.

ADMINISTRATIVE DIVISION

5.1 The Administrative Division is commanded by a Major.\(^5\)

5.2 The Administrative Division is responsible for fiscal management, research and development, internal affairs, crime analysis/intelligence, accreditation policy and grant development.

5.3 The Internal Affairs Unit, Crime Analysis/Intelligence Unit and Policy Development supervisors are the rank of Sergeant. The Research and Development Unit is staffed by a civilian supervisor.

SUPPORT SERVICES DIVISION

6.1 The Support Services Division is commanded by a Major.\(^6\)

\(^4\) Captain changed to Major, 7-1-98.
\(^5\) Captain changed to Major, 7-1-98.
The Support Services Division is responsible for record keeping, laboratory, jail, identification, resource management, and training.

The jail and Training are staffed with supervisors of the rank of Sergeant. The Records Unit is staffed by a civilian supervisor.

The organizational chart and manpower distribution of the department defines the department's chain of command. This chart and functional allocations shall be reviewed and revised annually. (11.1.2)

Unless otherwise designated by the Chief of Police, in the absence of the Chief of Police, command precedence shall be by order of rank, and seniority within the rank, if two or more are present.

Command Staff meetings shall be held weekly. The meetings shall be chaired by the Chief of Police. Policies, procedures and other administrative issues shall be discussed.

Division Staff meetings shall be held at the discretion of the Division Commander who shall chair the meetings.

Management Team meetings shall be held on a quarterly basis at the discretion of the Chief of Police.

All divisions and sections shall coordinate their activities and maintain open lines of communication.

Procedural updates and revisions will be forwarded to all divisions of the Police Department.

Staff meetings are used to facilitate coordination as per Section 9, above.

The Office of Chief of Police shall publish the minutes of each staff meeting and the results of each Management Team meeting conducted for distribution throughout the department.

The Records Section will publish the Daily Bulletin to detail wanted persons, try to locate information, stolen vehicles and other timely information important to operational personnel.

6 Captain changed to Major, 7-1-98.
SOG 102.2
Organizational Structure

10.6 The Administrative Division will install and maintain an E-Mail system linking all Police Department computer network stations to promote free flow of information.

10.7 Voice-Mail systems are installed allowing each employee 24 hour a day/7 days a week access to department wide information and communication.

10.8 Supervisors in the uniform Operations Division and Investigations Division will conduct daily roll call with personnel under their command.

III Attachments

1 Chart - Department's Organizational Chart, April, 1998
Written Directive System

I Policy

The Springfield Police Department shall establish and maintain a system of written directives for the guidance and use of all employees. The directive system shall contain department policy, rules and regulations, and procedures for implementing agency activities. (12.2.1-e, f)

II Definitions¹

Intra-Department Communication (IDC) - An informal written document that may or may not convey an order. It is generally used to announce, clarify, inform or inquire.

Policy - A broad statement of agency principle(s). A policy statement generally does not establish fixed rules or set procedures for conduct of a particular activity, but rather provides a framework for development of procedures and rules or regulations.

Department Manual - A collection of Standard Operating Guidelines and other written directives. May be presented in a written booklet format with binder; or may be presented in a computer program textfile.

¹ Definition for Policy Change Order deleted, 6-8-98.
SOG 102.2
Written Directive System

Procedure - A written directive that is a guideline for complying with policy or executing agency or unit activities.

Rule - A directive requiring compliance within narrowly and specifically prescribed limits.

Special Order - (SO) - Issued to announce policy or direct procedures concerning specific events, situations, or circumstances; narrowly impacting only persons within a specified Division; or a temporary or limited procedure.

Standard Operating Guideline (SOG) - Primary authoritative directive for the Department; impacting department-wide operations or processes which affect more than one division, institution of permanent policy or programs.2

III Procedure

1 ISSUING AUTHORITIES (12.2.1)
   1.1 In General - No written directive shall conflict with or deviate from any directive issued by a higher authority or with standards as published by the Commission on Accreditation of Law Enforcement Agencies, Inc.
   1.2 Standard Operating Guidelines - Issued and/or changed only by authority of the Chief of Police.
   1.3 Special Orders - Issued and revised under the authority of the Chief of Police or the Division Commander specifically responsible for that function.
   1.4 Training Bulletin - Issued under authority of the Support Services Division Commander.
   1.5 Intra-Department Communications - Any employee within the department to any other employee or group of employees. Designed for routine communications.3

2 MANUAL ORGANIZATION AND DIRECTIVE FORMAT4 (12.2.1)
   2.1 Major Parts
   The Department Manual shall be divided into four major divisions or Parts:
   2.1.1 Part I: Administration
   2.1.2 Part II: Personnel
   2.1.3 Part III: Support Services

---

2 Definition revised 6-8-98.
3 Revised 6-8-98.
4 Retitled 6-8-98.
2.1.4 Part IV: Operations

2.2 Department Manual Organization
The Department Manual organization system shall be mirrored in each Division Procedural Manual.

2.2.1 In descending order of significance, the Department Manual shall include Parts, Chapters, and Written Directives (SOG or SO). Refer to Attachment I.

2.2.2 Assigned chapter numbers shall correspond to the Part under which they are organized:
   Part I: 100 Series (Chapter 101-199)
   Part II: 200 Series (Chapters 201-299)
   Part III: 300 Series (Chapters 301-399)
   Part IV: 400 Series (Chapters 401-499)

2.3 SOG Numbering and Document Format

2.3.1 SOG numbers shall be unique designations and shall consist of two parts: Chapter # and Directive number separated by a decimal point. (e.g. 101.2, 303.5).

2.3.2 SOG document numbers are unrestricted and may continue through three decimal points. (e.g. 101.999)

2.3.3 Sections Contained:
   2.3.3(a) Policy Statement (Mandatory)
   2.3.3(b) Definitions (Optional)
   2.3.3(c) Procedure (Mandatory)

2.3.4 SOG Heading
   2.3.4(a) Signature of Chief of Police
   2.3.4(b) Issue Date
   2.3.4(c) Effective Date
   2.3.4(d) Title
   2.3.4(e) Directive Number
   2.3.4(f) Rescinds
   2.3.4(g) Accreditation Index

2.3.5 Format as presented in Attachment II to this directive.

2.3.6 Except for the heading page, all subsequent pages shall contain a header to include "SOG," the directive number, and title of the document. Format as in Attachment III.

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Former Section 2.3.4(d) deleted 6-8-98.
SOG 102.2
Written Directive System

2.3.7 Page numbers will be placed on each page following the first page of the directive and will be located in the bottom center. One page directives will not be numbered.⁶

2.3.8 Revisions will be indicated by footnotes placed after the affected sections. The footnote will indicate the change made and the date of the change.⁷

3 FORMULATION OF WRITTEN DIRECTIVES (12.2.1)⁸

3.1 General - Any employee may submit a suggestion for change of a written directive or submit a draft of a written directive through his chain of command at any time. Suggestions and drafts not immediately acted upon, shall be placed in a file in the Policy Development Office for further consideration when the affected written directive becomes due for review.

3.2 Standard Operating Guideline and Special Orders

3.2.1 Standard Operating Guideline and Special Orders shall be formulated at the direction of the Chief of Police through the Policy Development Office.

3.2.2 Intra-Department Communications
It is the responsibility of any supervisor who issues an IDC that directs actions of his subordinates to insure that such an IDC does not conflict with current written directives issued by a higher authority and to insure that all affected employees are properly notified.

4 CHANGE AND REVIEW OF WRITTEN DIRECTIVES⁹

4.1 Each Division Commander shall insure that directives affecting his/her command are reviewed annually and draft revisions initiated and staffed as provided in this directive.

4.2 Revisions to a directive will require re-issuance of the directive in total or in part as determined by the Policy/Accreditation Office.

4.3 The Division Commander of the submitting employee will submit draft revisions. Division level refinements will be made to the draft prior to submission to the Policy/Accreditation Office. A staff employee will be designated by the Division Commander or the Policy/Accreditation Office to coordinate development.

⁶ Section added 6-8-98.
⁷ Section added 6-8-98.
⁸ Former Section 3.2 and subsections (SOG and SO Formulation and Responsibility) deleted 6-8-98.
⁹ Section 4 replaced in entirety, 6-8-98.
4.3.1 Draft revisions will be distributed to staff personnel for review. Review by operational level personnel will be conducted when appropriate.
4.3.2 Staff review of drafts should be completed within 21 days and returned to the Policy/Accreditation Office.
4.3.3 Policy/Accreditation Staff will schedule the draft for final review.
4.3.4 Formal hardcopy distribution of revisions or new policies may be delayed until the next printing is scheduled. All current policies are available via online SOG Manual.
4.3.5 New directive printing shall be conducted once per year unless additional printings are directed by the Administrative Division Commander.

4.4 The Policy/Accreditation Office shall maintain a tracking log reflecting the status of each directive in the development or revision process. The log shall include identification of the directive, suspense dates and designated staff coordinator.

4.5 All directives in the online SOG Manual system are the official Directives of Record. Directives are not self-canceling.
4.5.1 Obsolete directives are purged through formal cancellation by order of the Chief of Police and communicated as provided in 4.6.

4.6 Rescinded directives shall be documented on the Department Issue/Receipt form. Directives bearing the same name, index number but a more recent Effective Date shall be the official Directive of Record.

4.7 Employees are charged with the responsibility of keeping issued Department Manuals current with hardcopy directives that have been issued to them and deleting old directives. Supervisors shall inspect manuals for compliance.

5 DISTRIBUTION OF WRITTEN DIRECTIVES

5.1 All Police Department employees shall have ready access to the Department Manual, either in hard copy through personally issued or office issued manuals, or via online computerized policy system.
5.1.1 Hard copy Department Manuals will be placed in selected work areas and managers’ offices as determined by the Administrative Division Commander.
5.1.2 Computerized online policy information is available on any workstation connected to the Springfield Police Department network.

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10 Former Section 5.3 deleted 6-8-98.
11 Section revised 6-8-98.
5.2 Upon issuance of a new manual or directive, each employee shall sign a Department SOG Manual Issue/Update form (97-AD-0269) and shall review the contents of the directive, insert it appropriately into any Manual issued to him/her, sign acknowledging receipt and understanding, and comply with its contents.

5.2.1 The Policy Development Office shall maintain the original copy of all Department Issue/Receipt forms.

6 STORAGE, ARCHIVING POLICY DOCUMENTS

6.1 The Policy Development Office shall maintain a system of organization for all current and previous policies issued by the Chief of Police.

6.2 Inactive policy documents shall be retained in accordance with the Missouri Public Records statute (0016) -- for at least five years.

6.3 Department Issue forms shall be retained during the tenure of all active employees and for former employees for a period of 75 years following their departure from Springfield Police Department employment.

7 DIVISION SPECIAL ORDERS SYSTEMS

7.1 The Special Order system permits the Division Commander to direct functions and operations at the division level. When Special Orders are issued, they shall be placed in a Manual(s) and made available to all division employees.

7.2 Special Orders Numbering and Document Format

7.2.1 Special Order number may begin with the Division identifier, if appropriate, followed by a slash followed by the prefix SO for Special Order, followed by the Chapter designation, followed by the individualized directive number. (e.g. AD/SO-103.1, OD/SO-103.1, ID/SO-102.7)

7.2.2 The Special Order directive system will mirror that of the SOG system. Division Manuals which consist of Special Orders will mirror the SOG system. (Refer to Attachment I to this directive).

7.2.3 Assignment of all Special Order numbers will be coordinated through the Accreditation/Policy Development Office.

7.2.4 Section and paragraph numbering are as described in Section 2.3.4 and 2.3.5 above.

---

12 Former Section 7 (Policy Review Group) and subsections deleted 6-8-98.
SOG 102.2
Written Directive System

7.2.5 Special Order Headings shall be as described as above in 2.3.6 except the signature block may be that of the Division Commander as appropriate.\textsuperscript{13}

7.2.6 The format for Special Orders will mirror that for Standard Operating Guidelines.\textsuperscript{14}

7.3 Each Division Commander shall comply with Section 6, Storage, Archiving Policy Documents regarding retention of Special Orders.

7.4 Each Division Commander shall document issuance and receipt of all Special Orders.

7.5 Special Orders shall be filed in numerical index order and each Special Order file shall be subdivided with subfiles for "In Progress", "Current" and "Past" directives.\textsuperscript{15}

IV. Attachments\textsuperscript{16}
1. Organization of Police Department Directive System
2. SOG Format
3. SO Format

\textsuperscript{13} Section revised 6-8-98.
\textsuperscript{14} Section revised 6-8-98.
\textsuperscript{15} Former Sections 8.6, 8.7, and 8.8 deleted 6-8-98.
\textsuperscript{16} Policy Development Process Flowchart deleted 6-8-98.
# SPRINGFIELD POLICE DEPARTMENT

## Standard Operating Guideline

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<th>Directive Number</th>
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**Accreditation Index:** 11.5.1, 11.5.2, 11.6.4, (4th)

**Rescinds**

**Part:** Administration  
**Chapter:** Organization and Management

## General Management

### I Policy

The purpose of this policy is to establish a formal management process for implementation of the department's mission statement. It is the policy of this department to develop, implement, receive and evaluate objectives consistent with the Mission Statement of the Police Department and the City of Springfield. This process establishes a multi-year plan that enables continuous quality improvement.

### II Definitions

**Objective:** Any activity that supports the department's mission, goals, which indicate leadership, ethics, attitude, development and service.

**Outcome:** The result of actions taken to accomplish the objective in a designated time period.

**Strategic plan:** A plan including choices that emphasize future missions, product outputs and resource inputs.
III Procedure

1 ANNUALLY
1.1 Objectives will be developed annually in connection with the budget.

2 RESPONSIBILITY
2.1 Objectives will be the responsibility of division commanders.
2.2 Division supervisors, in coordination with employees, will provide recommendation for their areas of responsibility.
2.3 Objectives will be drafted and submitted to the chief by September 1 of the fiscal year preceding implementation. (11.5.1)
2.3.1 Implementation will begin July 1 of the new fiscal year.
2.3.2 The objectives will be submitted in the attached format A.

3 IMPACT
3.1 Objectives will be considered on the basis of furthering the department's mission and enhancing service.
3.2 Associated costs, if any, may determine whether the objective is accepted, revised or replaced.

4 ANNUAL REPORT (11.5.2)
4.1 Division Commanders will submit to the Chief of Police an Annual Report on each objective. The format for the report will be as in attachment B.
4.2 Objective outcomes will be due July 15 each year following the end of the fiscal year.

5 STRATEGIC PLANNING MEETING (11.6.4)
5.1 During the second quarter of the fiscal year, the management team will meet to conduct exercises facilitating courses of action for carrying out the department's mission.
5.2 Strategies will be developed for long-term goals and objectives and the allocation of resources including anticipated capital improvements and equipment needs necessary for carrying out the plan.
5.3 Date will be presented on internal and external factors and conditions current and anticipated that may impact strategic developed.
5.4 The prior year's strategic plan will be reviewed at the meeting to evaluate implementation or revision plans.
### IV Attachments

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November 19, 1999
It is the policy of the Springfield Police Department to seek, achieve, and maintain law enforcement agency accreditation from the Commission on Accreditation of Law Enforcement Agencies, Inc.

II Procedure

1 ACCREDITATION MANAGER
1.1 The Accreditation Manager shall be selected from the ranks of sergeant or above.
1.2 The Accreditation Manager is accountable directly to the Chief of Police on all accreditation and policy development issues.
1.3 The Accreditation Manager is responsible for managing the process of accreditation and the written directive system. Substantive content of policies and procedures are the responsibility of the Division Commander assigned that standard or policy revision.
1.4 An assistant assigned to work with the Accreditation Manager shall maintain the directive system, complete word processing, maintain
1.5 administrative tracking process, monitor the ASAP Program, and assist the Accreditation Manager.

2 BUDGET: FINANCIAL RESOURCES
2.1 The Policy Development/Accreditation Office shall receive sufficient financial resources to effectively manage the written directive system and to insure continued ability to monitor and manage the accreditation process.
2.2 The Accreditation Manager shall coordinate budget with the Office of Chief of Police.

3 COMPLIANCE WITH CALEA STANDARDS
3.1 The Police Department shall comply with all CALEA Standards, both Mandatory and Other Than Mandatory, unless determined to be Not Applicable by Function, otherwise waived by the Commission, or in the case of Other Than Mandatory standards, determined to be impractical by the Chief of Police.

4 MOCK ASSESSMENT
4.1 This department shall conduct a mock assessment preceding an on-site visit pursuant to accreditation or re-accreditation.

5 ACCREDITATION TRAINING (33.5.3)
5.1 The Accreditation Manager with assistance of the Command Staff shall conduct accreditation training during the self-assessment phase prior to accreditation or re-accreditation.
5.1.1 Status of standards compliance will be posted.
5.2 Preceding an on-site visit associated with initial or re-accreditation, Police Department employees will be informed of the planned event.
5.2.1 Within one week of such a visit, the assessor schedule will be posted in prominent areas of headquarters.

6 INTERNAL DEPARTMENT TRAINING
6.1 New employees will receive accreditation training during the academy or during initial orientation training as provided to civilian employees.

7 GOALS AND OBJECTIVES
7.1 Reaccreditation shall remain a part of the Police Department's annual goals and objectives process.
Code of Conduct

I Policy

The Springfield Police Department sets standards of conduct for employees to follow insuring credibility for themselves, the Department and the City of Springfield. In addition to complying with the law, employees shall comply with the letter and the spirit of the Law Enforcement Code of Ethics, the Springfield Police Department Vision and Values statement as well as the Rules of Conduct.¹

II Definitions

Chain of Command - Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.

Employees or Members - All personnel performing duties for the Department. This includes both paid employees and volunteer workers.

III Procedure

1 Springfield Police officers shall regularly commit to and uphold the Law Enforcement Oath of Honor:  (12.2.1-A)

¹ Enacted 11/1/99
LAW ENFORCEMENT OATH OF HONOR

HONOR means that one’s word is given as a guarantee.
BETRAY is defined as breaking faith with the public trust.
BADGE is the symbol of your office.
INTEGRITY is being the same person in both private and public life.
CHARACTER means the qualities that distinguish an individual.
PUBLIC TRUST is a charge of duty imposed by faith toward those you serve.
COURAGE is having the strength to withstand unethical pressure, fear, or danger.
ACCOUNTABILITY means that you are answerable and responsible to your oath of office.
COMMUNITY is the jurisdiction and citizens served.

On my honor,
I will never betray my badge,
My integrity, my character, or the public trust.
I will always have
The courage to hold myself
And others accountable for our actions.
I will always uphold the constitution and community I serve.

1.1 Officers may be called upon to execute written pledges to commit to the Oath of Honor;
1.2 When officers are called upon to publicly recite and declare the Oath of Honor; they shall do so professionally.
1.3 Academy recruits shall initial and sign, a witnessed Pledge of Honor declaring commitment to the Law Enforcement Oath of Honor, Law Enforcement Code of Ethics, City of Springfield Merit Rules, and Springfield Police Vision and Values Statement.

2 The LAW ENFORCEMENT CODE OF ETHICS shall be the basis for governing the behavior of all employees of the Department and is hereby adopted as follows: (1.1.2)

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.
I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will maintain

2 Oath of Honor and related directives added, 11/1/99
courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret, unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and the relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.3

2. ORGANIZATIONAL VALUES AND VISION4
The members of the Springfield Police Department also adhere to a set of specific values they share with the community. In addition to the Code of Ethics, these values guide us in our conduct and delivery of services.

2.1 VISION STATEMENT
“As members of the Springfield Police Department, we are committed to providing quality service to our community through personal integrity, fairness, open communication and a helpful attitude.”

2.2 ORGANIZATIONAL VALUES

2.2.1 Quality Service
We will provide quality, professional service to our community by:

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3 Amended Law Enforcement Code of Ethics added 2-10-98.
4 Vision and Values added 11/1/99
Enforcing the law;
Preventing crime, thereby improving the quality of life;
Responding promptly to calls for service and other public needs;
Conducting thorough investigations;
Providing state of the art training and continuing education programs;
Leading by example.

2.2.2 **Integrity**
Having sound moral principles that earn the trust, respect, and confidence of the community and each other through:
- Being honest, and demanding the same from each other;
- Living by the rules we enforce.

2.2.3 **Fairness**
To provide equal treatment of all persons without prejudice or bias by:
- Treating all persons with dignity and respect;
- Expressing compassion in our attitudes and in our communication;
- Ensuring consistency in decision making without favoritism.

2.2.4 **Communication**
Sharing information and knowledge with the community, other agencies, and within our department as allowed by law through:
- Actively listening to all concerned;
- Keeping crime victims informed about their cases and where to go for additional help;
- Educating the community about crime risks and prevention;
- Informing the community about the inner workings of our department;
- Encouraging the open exchange of ideas and information.

2.2.5 **Helpful Attitude**
A helpful attitude is fundamental to the earning respect and confidence of the community. We will accomplish this by:
- Treating people’s problems as important;
- Being polite and courteous;
- Showing empathy and concern for the needs of others;
- Showing pride in our profession tempered by humility.
3 RULES OF CONDUCT (26.1.1)
While not all inclusive, the specific following rules shall govern the conduct of Department employees.

3.1 GENERAL RULES

3.1.1 All members of the Department shall be familiar with and adhere to the policies and procedures of the Department and Rules and Regulations of the City.

3.1.2 Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees will perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the functions and objectives of the Department. Unsatisfactory performance may be demonstrated by a lack of knowledge of the application of laws required to be enforced; an unwillingness or inability to perform assigned tasks; the failure to conform to work standards established for the employee's rank, grade, or position; the failure to take appropriate action on the occasion of a crime disorder, or other condition deserving police attention; or absence without leave. In addition to other indicia of unsatisfactory performance, the following will be considered prima facie evidence of unsatisfactory performance:
Repeated poor evaluations OR;
A written record of repeated infractions of rules, regulations, directives or orders of the Department.

3.1.3 Conduct unbecoming police employees, which shall include any act or conduct not specifically mentioned in these regulations which brings the Department into disrepute or reflect discredit upon the individual as a police employee, based on accepted standards of behavior. Conduct unbecoming includes, but is not limited to; intoxication in public places, commission of unlawful acts, or willful false public criticism of the Department or any member.

3.1.4 Officers shall be courteous to the public and shall avoid displaying an overbearing attitude or show disrespect. Officers shall be tactful in the performance of their duties, and shall control their tempers, and exercise the utmost patience and discretion, and shall not engage in furtherance of argumentative discussions, even in the face of extreme provocation. In the performance of their duties, officers 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 personal
characteristics.

3.1.4(a) While performing duties, officers shall assess the situation in a neutral, objective manner but shall refrain from exhibiting an attitude of disinterest or that the incident is petty or insignificant.

3.1.4(b) Employees shall answer questions from the public courteously and civilly, giving their name and department serial number to any person upon request except when such action may jeopardize a successful police assignment. 5

3.1.5 Members shall speak the truth at all times concerning police matters. In cases where the member is not authorized by regulations of the Department to divulge facts within his or her knowledge, the member will decline to comment.

3.1.6 An employee shall be attentive and alert at all times while on duty and shall devote his entire duty time and energy to the services of the Department.

3.1.7 Employees shall cooperate fully with any personnel or internal investigation provided such cooperation is not a violation of law or the employees' Constitutional rights.

3.1.8 Employees shall report any employee of the Department engaged in any type of criminal behavior or inducing another employee to commit an unlawful act or violation of a stated regulation.

3.1.9 Employees shall not sell tickets or solicit, outside the department, any form of donation or contribution while on duty or in uniform or while representing themselves as Springfield Police Department employees without approval from the Chief of Police.

3.1.10 Employees shall report to assignments on a timely basis.

3.1.11 Employees shall not be careless, negligent, or unsafe in their use of Department property or vehicles, which unnecessarily jeopardizes the safety of themselves, fellow employees, or the safe use of Police equipment. (Merit Rule 12.4(s))

3.1.12 Employees shall not intentionally violate the Chain of Command within the Department without appropriate justification.

3.1.13 Employees may suspend patrol or other assigned activity, subject to immediate call at all times, for the purpose of having meals or breaks during their tours of duty, but only for such period of time, and at such time and place, as established by department procedures.

5 Section (3.1.4) added, 11/1/99
3.1.14 Employees shall use leave or sick time in accordance with Merit Rules 20 & 21.

3.1.15 Employees shall not conduct private business that would create a conflict of interest or interfere with the proper performance of their duties.

3.1.16 Employees shall not destroy, deface or remove any official written notice posted within the Department nor shall they post or cause to be posted any unauthorized material.

3.1.17 Department employees shall not accept a law enforcement commission from another agency or jurisdiction without approval from the Chief of Police.

3.1.18 Employees shall not terminate their tour of duty or any assignment unless properly relieved or dismissed by an appropriate supervisory authority.

3.1.19 Employees shall not leave the City limits while on duty except in the performance of official duty or approval by his immediate supervisor.

3.1.20 Employees shall not remove from Police Headquarters any departmental equipment, evidence, contraband or property which has been found, on loan, or is being held for safekeeping without prior approval from their supervisors or a court order.

   ◆ **Exception**: Equipment which has been issued or assigned to the employee.

3.1.21 Employees shall not make purchases or authorize repairs for the Department without first obtaining permission or instructions to do so from a supervisor.

3.1.22 Employees shall not use their private vehicles or equipment for official purposes unless directed or authorized to do so.

3.1.23 Employees shall not be insubordinate toward supervisors and all employees shall treat each other with respect.

3.2 Orders (12.1.3)

3.2.1 Every employee of the Department is required to obey and promptly execute all lawful orders from a superior, including any order relayed from a superior by an employee of same or lesser rank.

3.2.2 An employee receiving an order that is in conflict with a previous order shall notify the supervisor issuing the conflicting order. Responsibility for disobedience to the first order then shifts to the supervisor issuing the second and conflicting order.

3.3 Appearance

3.3.1 Every employee of the Department, while on duty, must report
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at all times neat and clean in appearance. Clothing shall be clean and neatly pressed. The clothing worn must conform to Department standards as defined in SOG 304.6.

3.3.2 Employees shall wear the regulation police uniform only with duty-related activities unless approved by the Chief of Police.

3.3.3 Body piercing is prohibited

3.4 Police Actions in Personal Affairs

3.4.1 Off-duty employees are discouraged from making arrests or engaging in police actions within their families, neighborhoods, or personal affairs, except when lawfully protecting property, using measures of self-defense or in the immediate defense of others.

3.4.2 On-duty employees, when becoming involved in police situations with relatives or persons, with whom they have a close personal relationship, should request that another employee handle the situation.

3.4.3 Off-duty employees should refrain in becoming directly involved in police situations except when such involvement would likely prevent injury of themselves or others.

3.5 Integrity - Abuse of Authority

3.5.1 Springfield police officers shall never choose to conduct a traffic stop or other enforcement contact based solely on the racial, gender, or socioeconomic characteristics of the driver or subject.

3.5.2 Use of racial profiling or enforcement techniques is prohibited. Officers may use behavioral or vehicle descriptors as elements in a profile but the use of ethnicity, gender, or socioeconomic status of the occupant/subjects are forbidden and will not be tolerated.

3.5.2(a) Where race, gender, or socioeconomic status are presented as essential components of a physical description provided by a witness during the investigation of a crime(s), their use and justification for further investigation are necessary and approved.

3.5.2(b) Officers shall impartially enforce the law applying it fairly to all persons regardless of racial characteristics, gender or socioeconomic status.6

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6 Enacted 11/1/99
3.5.3 Officers shall not make any arrest, search, or seizure, which they know or should know, is not in accordance with law and departmental procedures.\(^7\)

3.5.4 Employees shall not accept or solicit any compensation, reward, gift, discount or gratuity, which is provided as a result of their status as a Department employee.

3.5.5 Employees shall not knowingly make false statements or intentionally misrepresent facts. *Exception:* Officers may employ false or misrepresentation as an investigative tool or interrogative technique however these actions will always be judged by legal, ethical and administrative guidelines.

3.5.6 Officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.

3.5.7 Employees shall not affiliate with any organization whose constitution or charge would create a conflict of interest or interfere with the proper performance of their duties. *Exception:* Undercover officers may, while in the performance of duty, be required to misrepresent their identity or purpose in order to perform investigations.

3.5.8 Employees shall not furnish, recommend or suggest any attorney, counsel, bondsman or service to any member of the public while in the official course of their duties.

3.5.9 Harassment, ridicule, or retaliation in any form against a complainant, employee or any witness for complaining or otherwise offering evidence in an Internal Affairs or criminal investigation involving Police Department employee(s) is strictly prohibited and may result in severe disciplinary action.
   • Any attempt by an employee to pressure or influence a complainant/witness to offer untruthful statements or alter the nature of evidence offered in an internal administrative or criminal investigation shall be deemed official misconduct as provided above.\(^8\)

3.5.10 Political Activity by Police Employees
   • This section supplements and does not replace Merit Rule 2.4 or other city ordinance impacting political activity by city employees. Police Department employees are strongly encouraged to

\(^7\) Enacted 11/1/99
\(^8\) Enacted 11/1/99
consult the Law Department prior to engaging in political activity.

- Employees shall not use their official position with the Department for political purposes or to endorse political candidates.

3.5.11 Employees shall not use the prestige or influence of their official position; or time, facilities, equipment or supplies of the Department for his private gain or advantage of another.

3.5.12 Employees shall not attempt to bring influence to bear upon the Chief of Police, superior officer or elected official for the purpose of promotion, assignment or to avoid corrective action.

3.5.13 Employees shall not withhold any information concerning criminal activity.

3.5.14 Employees shall not make malicious, harassing or frivolous complaints against fellow members of the Department.

3.5.15 Employees shall not intentionally violate any Federal, State, or County law or City ordinance.

3.5.16 Employees shall not feign illness, avoid responsibility, or intentionally fail to perform their duties.

3.5.17 Employees shall avoid regular or continuous associations or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have a reputation in the community or the Department for present involvement in felonious or criminal behavior, except as necessary to the performance of official duties, or where unavoidable because of other personal relationships of the employees.

3.5.18 Employees shall not maliciously threaten, strike or assault any other member of the Department nor aid, abet, or incite any altercation between members of the Department.

3.5.19 Employees shall not intentionally expose the identities of undercover officers or the existence of investigative operations.

3.6 Alcohol, Intoxicating Liquor, Drugs and Tobacco Use (Merit Rule 26) Department employees shall not:

3.6.1 Possess or use any controlled substance while on or off duty, except with the approval and guidance of a licensed physician or in the actual performance of duty.

3.6.2 Report for duty under the influence of illegal drugs to any degree or under the influence of any other drug that may cause impairment of the ability to perform their duties.

3.6.3 Consume or possess alcoholic beverages of any kind while on
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duty except in the actual performance of duty.

3.6.4  Be under the influence of alcohol, be unfit for duty due to the use of alcohol or have the odor of alcoholic beverages on their breath when reporting for or on duty.

3.6.5  While off duty, consume alcoholic beverages to the extent their behavior would bring discredit upon themselves or the Department.

3.6.6  While off duty, consume alcoholic beverage to the extent that they are unfit to report for his next regular tour of duty.

3.6.7  On-Duty Use of Tobacco Products

3.6.7(a)  Effective August 1, 1999 tobacco use by city employees (citizens are not affected) within the Government Plaza complex is prohibited by City Manager’s Administrative Memorandum.

-  Citizens may continue to smoke in designated areas as permitted by City Ordinance.  

3.6.7(b)  As with Police Headquarters, tobacco use is prohibited in any Police Department buildings or offices (e.g. substations, range building, etc.). If an interior smoking room is so designated, it shall meet all city ordinance requirements and must be specifically approved by the Chief of Police. The supervisor(s) of these locations may designate appropriate exterior tobacco use areas with respect for concerns regarding Police Department image.

3.6.7(c)  Tobacco use is prohibited when in personal contact with citizens in the performance of duties. Employees shall observe and comply tobacco use policies of businesses and organizations when in the performance of duty or when in uniform.

3.6.7(d)  Tobacco use is prohibited within the perimeter of crime scenes.

3.6.7(e)  Smoking tobacco is prohibited in any City owned vehicle, except as appropriate during undercover operations only.

3.7  Accidents

3.7.1  Employees shall promptly notify their immediate supervisor of

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9 Enacted 8/1/99
any personal injury or property damage accident involving any Department vehicle or equipment in their charge. Employees shall promptly provide their supervisor with necessary information involving the accident.

3.7.2 Employees who become involved in an accident while on duty shall make no statement as to responsibility and shall not advise other parties involved in the accident that the Department is responsible for damage or injury.

3.8 Address and telephone

3.8.1 Upon employment, each member of the Police Department is required to provide his correct address and telephone number.

3.8.1(a) Where an exact street address exists, that address must be supplied.

3.8.1(b) If an address consists of a route or box number, directions to the employee's residence must be on file in the office of the Chief of Police.

3.8.1(c) The employee's telephone number may be unlisted in the telephone directory, but must be made available to the Department.

3.8.2 An employee who changes his residence or telephone must notify his supervisor, in writing, within twenty-four hours after the change.

3.8.3 Employees shall not knowingly use the Police Department as an address for private or personal correspondence.

3.9 Prisoners

3.9.1 No member of the Department may release any prisoner without proper authority or allow any prisoner in their charge to escape, whether through neglect or design.

3.9.2 When a person is found unconscious or his condition is unexplainable, members shall contact the appropriate physician or take that person to the appropriate medical facility for examination.

3.9.3 When lawfully arresting a person, the initiating officer shall insure that an appropriate and thorough search of that person is completed, seizing all weapons and pertinent evidence.\(^\text{10}\)

3.9.4 Prisoners shall be searched by members of the same sex, unless emergency situations direct an immediate limited search to protect from serious injury or death. (SOG 407.1)

3.9.5 Members shall be responsible for the safe custody, fair humane

\(^{10}\text{Section revised 8-17-98.}\)
SOG 103.1
Rules of Conduct

treatment, and expeditious transport to the appropriate facility of all prisoners within their custody.

3.9.6 Members shall be responsible for safeguarding and proper custody of all personal property a prisoner may have in his possession or under his control at the time of arrest or detention.

3.9.7 Female prisoners shall be transported in a separated area of a vehicle which is not occupied at the same time by another prisoner of the opposite sex.

3.9.8 Juveniles shall be transported and detained separately from any other adult prisoner.

3.10 Use of Force  (SOG 103.5)
Employees, when making a lawful arrest, shall not use more force than necessary in effecting the arrest or in dealing with any person, and shall not subject such person to more restraint than is necessary for his arrest or detention. (1.3.1)

3.11 Court Appearances

3.11.1 Employees shall not give testimony as a character witness for any defendant in a criminal trial without knowledge of the Chief of Police.

3.11.2 Each employee shall diligently prepare for criminal cases subject to a court proceeding. All employees concerned in criminal cases before a court are to be punctual and report at the designated place and time honoring a witness subpoena.

3.11.3 Employees shall report in proper uniform when their assignment requires the wearing of the uniform. Off-Duty employees may wear appropriate business attire.

3.11.4 Members shall not appear as witnesses in civil matters arising from situations encountered in performance of their duties without being subpoenaed by legal process.

3.11.5 Employees shall at all times be attentive and courteous toward the court, prosecutor, defense counsel, and other witnesses and testify with a courteous, clear, audible voice, providing accurate facts before the court as requested.

3.11.6 Employees shall report to the Chief of Police via the Chain of Command any summons to appear before any officer of the court, regarding any matter in which they or any member of the Department may become a defendant.
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3.12 Department Information

3.12.1 Employees shall treat the official business of the Department as confidential.

3.12.2 Information regarding official business shall be disseminated only to those for whom it is intended.

3.12.3 Documents labeled CONFIDENTIAL or FOR LAW ENFORCEMENT USE ONLY shall not be disseminated to non-law enforcement personnel without approval from the Division Commander.

3.12.4 Crime Information Bulletins and other intelligence information shall ONLY be copied and disseminated by the Crime Analysis Unit.

4 DISCIPLINARY ACTION (SOG 103.8)
An employee of the department who violates a regulation or provision of Department policy, City Merit Rules, or upon conviction in a court of law having criminal jurisdiction; shall be subject to administrative disciplinary action imposed by proper authority under provisions of the Merit Rules of the City of Springfield and Standard Operating Procedures 103.7 and 103.8.
(26.1.4)

October 20, 1999

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11 Enacted 11/1/99
Protection of Civil Rights

I Policy

It is the policy of the Springfield Police Department to require employees to recognize and comply with those rights granted to individuals by the United States Constitution, all applicable statutes and ordinances, and those case decisions which impact the department. (1.2.3)

II Procedure

1 DUTY TO BE INFORMED

1.1 Employees should become familiar with laws, issues and court decisions affecting civil rights and shall comply with subsequent requirements.

1.2 Training Unit.

1.2.1 The supervisor of the Training Unit shall provide department personnel with Training bulletins designed to inform employees of new provisions affecting their ability to comply with constitutional rights. This shall be done as soon as possible after details of the law or case decision are received.

1.2.2 References are to be available in the training unit library for study and review.
SOG 103.2
Protection of Civil Rights

1.3 Supervisors shall be alert for violations of civil rights and take appropriate action.

2 RIGHTS GRANTED BY THE CONSTITUTION AND FEDERAL LAW
2.1 The U.S. Constitution and civil rights acts guarantee numerous freedoms, rights and privileges. The list below does not attempt to be exhaustive or detailed. Further, the judiciary has granted limited restrictions upon these rights in certain specific circumstances.

2.2 The first ten amendments of the U.S. Constitution are what are referred to as the "Bill of Rights". These amendments form the basis foundation to all subsequent laws and case decisions impacting on civil rights.

2.2.1 First Amendment Rights
    - Freedom of Religion
    - Freedom of Speech
    - Freedom of the Press
    - Freedom of Assembly
    - Freedom of Association

2.2.2 Fourth Amendment Right
    - Freedom from illegal searches and seizures without warrant or probable cause
    - Freedom from Illegal Seizure of Person (Arrest)
    - Freedom from unnecessary force when arrested

2.2.3 Fifth Amendment
    - Right to Due Process
    - Privilege against self-incrimination
    - Freedom from coercion to secure a confession

2.2.4 Sixth Amendment
    - Right to be informed of the reason for arrest
    - Right to Access and consult with an attorney
    - Right to be brought promptly before a magistrate
    - Right to a fair trial

2.2.5 Eighth Amendment
    - Right to bail
    - Freedom from cruel and unusual punishment

2.2.6 While not specifically defined or mentioned in the Bill of Rights the following have been defined by the court as rights:
    - Right to be informed at Arrest of One's Constitutional Rights
    - Freedom from assault and bodily injury
    - Freedom from malicious prosecution
    - Freedom from false imprisonment
SOG 103.2
Protection of Civil Rights

Right to equal protection under the law. (Civil Rights Acts)

2.2.7 Prisoner’s rights
Right to medical care while in confinement
Right of access to the courts
Right to be free from discrimination due to religion
Right to be free from physical violence
Freedom from involuntary servitude
Right to privacy
Use of Force

I Policy

This policy is to establish and regulate the use of firearms and force; regulate the manner in which firearms are used and displayed; and procedures for reporting the use of force.

This order is for internal use only, and is not intended to enlarge the employee's civil or criminal liability in any way. This order shall not be construed as the creation of a higher legal standard of safety or care, insofar as the employee's legal duty is imposed by law or discretion authorized by law.

All employees who are authorized to carry lethal and less lethal weapons during the course of their duties shall be issued this Standard Operating Guideline and shall be thoroughly trained on its content prior to being authorized to carry lethal or less lethal weapons. (1.3.12)

Non-compliance with this order constitutes a violation of an employment duty only, except in such case as any non-compliance may also be a violation of law. Therefore, violations of this Standard Operating Guideline shall only form the basis of corrective action within this Department.

1 Revised per Policy Change Order 99-001, 1-21-99.
SOG 103.5
Use of Force

All entry-level employees who are authorized to use force during the course of their duties shall be issued this Standard Operating Guideline and be thoroughly trained in its content prior to being authorized to carry firearms. (1.3.12)

II Definitions

Control - the force an officer uses to influence or neutralize the unlawful, physical actions of a subject under arrest. Generally, there are four times an officer is justified in using physical control methods. They are: to stop potentially dangerous and unlawful behavior; to protect the officer or another from injury or death; to protect subjects from injuring themselves; and in the process of effecting lawful arrest or detention when the subject offers resistance.

Deadly Force - Physical force which the actor uses with the purpose of causing or which he knows to create a substantial risk of causing death or serious physical injury. (RSMo. 563.011(1)).

Immediate Threat - A statement, or other indication, of intention to hurt or injure another that is capable of being carried out without intervening lapse or interval.

Physical Injury - Any impairment of physical condition.

Reasonably Believes - Having a firm conviction as to the reality of something based on rational ground.

Resistance - Behavior by the subject in an attempt to evade an officer's attempts of control.

Serious Physical Injury - Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of the function of any part of the body. (RSMo. 565.002(6)).

III Procedure

1 The use of excessive force, regardless of the provocation or action of the offender, shall result in certain and severe corrective action and may result in criminal prosecution.

2 Police employees are confronted frequently with varying levels of resistance where, in order to protect the public safety, control must be exercised to effect arrests, overcome
physical resistance and neutralize assaults. Control may be achieved through advice, warnings and persuasion, or by the use of physical force. There are varying degrees of control that may be justified depending on the dynamics of a situation. (1.3.1)

3 Justification of the use of force in the judicial system is measured by two broad standards. First the officer's use of control methods was initiated by a subject's resistance. Second, the level of physical force used by the officer was "necessary" and not excessive when considering the type of resistance offered by the subject.

4 LEVELS OF RESISTANCE
4.1 The officer's actions to resistance will be based upon his perception of the level of resistance.
4.2 Psychological Intimidation
   4.2.1 Non-verbal actions, often called body language, often influence an officer's decision on how to approach a subject or what level of force to use if a subject starts to resist an arrest. Non-verbal intimidation actions may include clenching of fist, widening of foot stance or a blank expression that may warn an officer of an individual's emotional state. An officer who reads the non-verbal signals and believes that physical control is necessary to prevent a subject from injuring himself, others or the officer, may initiate action before any overt moves are made by the subject.
4.3 Verbal Non-Compliance
   4.3.1 Dialogue in the form of threats of physical injury may influence an officer's opinion as to the amount of force needed to effect control. An offender may boast of his fighting skill and his intention to injure the officer. The officer's judgement to attempt either empty hand control, impact weapons, or even firearms may be elevated, in part, by resistive dialogue from the offender. An officer's decision of the level of force necessary to control a subject will be based on his perception of the threat and the subject's ability to carry out that threat. An additional factor is the officer's knowledge of his own physical ability to manage the threat presented.
4.4 Passive Resistance
   4.4.1 Passive Resistance is the lowest level of physical resistance. The subject resists control through passive, physical actions. At this level, the offender never makes any attempt to defeat the physical contact of the officer.
4.5 Defensive Resistance
4.5.1 This level of resistance occurs when the offender attempts to push or pull away in a manner that does not allow the officer to establish control. However, the subject never attempts to strike the officer.

4.6 Active Aggression
4.6.1 Physical actions of assault by the offender (punching, kicking).

4.7 Aggravated Active Aggression
4.7.1 Aggravated Active Aggression occurs when the subject is assaulting the officer with a weapon, and/or uses techniques or objects which could result in death or serious physical injury to the confronting officer. At this level, officers may not only face resistance to an arrest, but also overt, physical actions against the officer.

5 LEVELS OF CONTROL
The level of control used will be dependent upon the officer’s perception of resistance and danger of that resistance, and whether that resistance is placing the officer or another in jeopardy of serious injury or death. An officer’s perception of the danger of the level of resistance will be based upon his/her past training, experience, and knowledge of physical control techniques.

<table>
<thead>
<tr>
<th>Level:</th>
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<th>II</th>
<th>III</th>
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<td>Kick Stun Strike Pepper Spray</td>
<td>Impact Weapons Less Lethal VNR</td>
<td>Firearm Vehicle Ramming Roadblock</td>
</tr>
</tbody>
</table>

\[2\] Chart revised per Policy Change Order 99-001, 1-21-99.
5.1 Level I - Officer Presence
5.1.1 Identification of authority (badge, uniform, etc.). Often, the mere presence of an officer will be sufficient to persuade most individuals to follow an officer's direction.

5.2 Level II - Verbal Direction
5.2.1 The majority of situations can be resolved by good communication skills or Verbal Direction. Successful communication techniques can prevent many physical confrontations from escalating to higher levels.

5.2.2 Handcuffs and Restraints
5.2.2(a) The purpose of handcuffs, flexcuffs, or transport handcuffs is to restrain the movements of a subject.
- All subjects taken into custody should be handcuffed behind their back. This is to ensure the safety of the officer or the citizens. The exceptions to this are:
  - when the subject has an injury that does not permit his/her arms to move behind the back;
  - when the subject's age, physical condition, or physical limitations may also indicate a change in this procedure.
5.2.2(b) Once handcuffs are applied, they shall be double-locked as soon as practical.
5.2.2(c) The arresting and transporting officers shall check the handcuffs for proper security and proper blood circulation.
5.2.2(d) All subjects will be handcuffed prior to being searched. Exception: Detention Officers while in the Detention Facility and during frisks or pat downs.
5.2.2(e) Unless exceptional circumstances exist, officers should not handcuff a subject to a fixed object such as a post, vehicle, building, etc. 
*Exception:* In a designated temporary detention facility pursuant to SOG 310.8.
5.2.2(f) If an officer encounters resistance by a suspect under restraint, the officer should utilize appropriate control techniques to prevent injuries to the officer or injuries to others.
5.3 **Level III - Soft Empty Hand Control**

5.3.1 Soft Empty Hand Control techniques have minimal or nonexistent possibility of injury. Generally, these techniques are used to control passive and defensive resistance. Soft Empty Hand Control is authorized for any level of resistance.

5.3.1(a) Soft Empty Hand Control Techniques include techniques such as pressure points, transport wrist locks and straight arm bars.

5.4 **Level IV - Hard Empty Hand Control**

5.4.1 This level of control is authorized for high levels of resistive dialogue, defensive resistance, active aggression, or aggravated active aggression. All Level IV Techniques will require that a UFF be completed.

5.4.2

5.4.3 **Pepper Spray** shall be considered a Level IV use of force. (1.3.4)³

5.4.3(a) All uniformed officers and detention officers shall carry department issued Pepper Spray while on duty except where otherwise specified in SOG 304.6, Uniforms & Equipment.

5.4.3(b) All non-uniformed officers may carry department issued Pepper Spray at their discretion.

5.4.3(c) All personnel who carry Pepper Spray must complete training as required by the Training Unit.

5.4.3(d) At no time shall an officer unnecessarily brandish, or use Pepper Spray as an intimidating device unless the officer is attempting to prevent further escalation of force.

5.4.3(e) Anytime Pepper Spray is used for controlling an

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³ Section revised per Policy Change Order 99-001, 1-21-99.
offender; the application of the Pepper Spray will end when the offender discontinues resistance or aggression.

5.4.3(f) Following the use of Pepper Spray for the purpose of subject control, the officer will ensure that the subject receives adequate decontamination as soon as possible. The officer should supply immediate medical attention if requested by the suspect.

5.4.3(g) When an officer books a subject who has been exposed to Pepper Spray, the officer will advise the Detention personnel in order to prevent any unnecessary contamination of other jail occupants or Detention personnel.

5.4.3(h) Anytime an officer uses Pepper Spray for subject control, the officer will immediately contact the on-duty supervisor and complete UFF.

5.5 Level V - Intermediate Weapons

5.5.1 Soft Intermediate Weapon

5.5.1(a) Impact Weapon Control is the utilization of departmental approved weapons in a non-striking fashion that provide a method of controlling subjects.

5.5.2 Hard Intermediate Weapon

5.5.2(a) Intermediate weapons can provide a means by which an officer can defend himself or another from injury when an officer is facing resistance in the form of active aggression or aggravated active aggression.

5.5.2(b) Only departmentally issued or approved batons shall be used.

5.5.2(c) No officer shall carry an impact weapon unless he has successfully completed the annual certified training.

5.5.2(d) When carried by uniform employees, the baton shall be secured in a manner consistent with established standards.

5.5.2(e) At no time shall an officer brandish or use the impact weapon as an intimidation device, unless the officer is attempting to prevent the further escalation of force.

5.5.2(f) Other types of striking devices are prohibited.
5.5.2(h) Secondary targets are minor muscle groups.

5.5.2(i) Third target area may be joints and bones when the primary and secondary levels are ineffective.

5.5.2(j) The officer will ensure that the subject is transported to a medical facility for medical attention, when necessary and appropriate.

5.5.3 Vascular Neck Restraint - Techniques that apply arm pressure only to the side(s) of the neck. Respiratory neck restraint holds shall not be utilized unless deadly force is authorized. When utilized the officer shall notify the on-duty supervisor and shall complete a UFF.

5.5.4 Tear Gas

5.5.4(a) Commanders have the responsibility of determining the need for the use of tear gas and the authority to direct its deployment.

5.5.4(b) Prior to the deployment of tear gas, due regard shall be exercised for the safety of innocent citizens, police officers, and the subject. Proper scene cordon and evacuation techniques shall be utilized. Only the minimal amount of tear gas necessary under the circumstances shall be deployed and consideration of fire hazard and injuries shall be undertaken with fire department and appropriate medical personnel on scene prior to deployment of pyrotechnic forms of chemical munitions whenever possible.

5.5.4(c) Actual deployment shall be by a member trained in the use and deployment of tear gas.

5.5.5 Less Lethal Extended Range Impact Devices -- See SOG 304.5

5.6 Level VI - Lethal Force (1.3.2)

5.6.1 An employee may use lethal force when he reasonably believes that the action is in the defense of human life, including the officer's own life, or in the defense of any person in immediate danger of serious physical injury or death.

5.6.2 An officer may use lethal force to prevent escape of a violent felon provided that the risk of death or serious physical injury to others if the
violent felon is not apprehended exceeds the risk inherent in the use of deadly force.

5.6.3 Justification for the use of Lethal Force must be limited to what reasonably appears to be the facts known or perceived by an employee at the time he decides to use such force. Facts unknown to an employee, no matter how compelling, cannot later be considered in determining whether the use of lethal force was justified.

5.6.4 No distinction shall be made relative to the age of the intended target of lethal force.

6 OTHER THAN AUTHORIZED IMPACT WEAPONS

6.1 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, flashlights, etc. Deliberate use of any such item, article, instrument or equipment for any purpose other than that for which it was designed and intended, is discouraged; however, if used in exigent circumstances, it must conform to parameters defined in the resistance control continuum.

7 PROHIBITED USES OF WEAPONS

7.1 "Warning shots" are prohibited. (1.3.3)
7.2 Officers shall not discharge firearms from a moving vehicle.
7.3 A firearm shall not be used as a club, hammer, pry bar, or any purpose other than for which it was designed or intended.
7.4 Firearms, batons, and personal defense weapons shall not be used for any other purpose than use consistent with training.

8 DESTRUCTION OF ANIMALS

Officers may use weapons to destroy severely injured animals or to defend themselves against vicious, rabid or otherwise dangerous animals. Such destruction requires that it can be accomplished safely with regard to other persons and property. Head shots should be avoided if the possibility of rabies tests exists.

9 FOLLOW-UP ON USE OF FORCE (1.3.6d)

9.1 A Use of Force Form (UFF) (Attachment #1) will be used to assist in identifying training and equipment needs. The form will also provide for the
immediate documentation of the force used so that should a complaint be filed, the pertinent facts would be readily available.

9.1.1 Each employee who uses a level IV or greater force or the use of pepper spray shall complete a UFF and forward it to his immediate supervisor by the end of the shift in which the force was used. The officer's supervisor must review the use of force and is responsible for insuring that the UFF is properly completed. After the report has been completed, the supervisor shall approve or disapprove the use. The supervisor shall state his reasons for approval or disapproval in the supervisor comments section of the UFF and forward the UFF through the chain of command. (1.3.6b) (1.3.7)

9.1.1(a) Off-duty officers involved in use of force situations are subject to the same reporting procedures as on-duty officers. Anytime a UFF is required, off-duty employees shall notify an on-duty police supervisor immediately.

9.1.2 Use of Level IV force or the use of pepper spray requires the employee to notify his supervisor as soon as practical, prior to the end of shift. Use of Level V or Level VI force requires the employee to immediately notify his supervisor.

9.1.3 All uses of force that result in physical injury requires the employee to immediately notify an on-duty supervisor. The supervisor will ensure that photographs of the obvious and/or apparent injuries are taken.

9.1.4 The officer will ensure that the subject is transported to a medical facility for medical attention if unconsciousness occurs or there are obvious signs of injury or the subject requests medical attention.

9.1.5 A Watch Commander 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. In the absence of a Watch Commander, the appropriate Division Commander or ranking officer shall be notified.

9.1.6 After the UFF has been completed the original shall be forwarded, via the officer's chain of command to the Chief of Police. (Attachment #2)

9.1.7 After the review and completion, the Chief of Police will then forward the original UFF to the IIAU office. IIAU will log and file the form. IIAU will conduct an annual analysis of the Use of Force reports and present the analysis to the Chief of Police. (1.1.13)
Use of Force

9.1.8 If the use of force is such that the affected individual is admitted to a hospital, the Watch Commander shall immediately notify IIAU personnel.

9.2 Whenever any firearm authorized to be carried on or off duty is discharged, regardless of duty status and regardless of whether the discharge was accidental or intentional, the officer discharging the firearm shall immediately report the incident to an on-duty supervisor. Firearms training, marksmanship training, sporting events, or ballistic tests are not included in the reporting requirement. (1.3.6a)

9.2.1 The officer will document the incident on the Officer Record portion of the UFF and submit said form as explained in this Operating Procedure.

9.2.2 At the discretion of the Chief of Police, officers may be given a replacement firearm when the weapon which has been discharged is submitted for examination.

10 DEPARTMENT INVESTIGATIVE PROCESS

The following procedures will be used to investigate every incident of firearms discharge by a department employee except as defined in Section 9. (1.3.7)

10.1 Involved Officer

10.1.1 Whenever an officer discharges his firearm either accidentally or intentionally, he shall immediately:
- Determine the physical condition of any injured person and render first aid when appropriate. (1.3.5)
- Request necessary emergency medical aid
- Notify Communications of the location and incident.
- Immediately notify a supervisor.

10.1.2 The officer will remain at the scene, unless injured, until the arrival of the appropriate investigators. However, if the circumstances are such that the continued presence of the officer may cause a more hazardous situation (violent crowd), the ranking officer shall have the discretion to instruct the involved officer to report to another more appropriate location.

10.1.3 The officer will protect his weapon for examination and submit said weapon to the appropriate investigator.

10.1.4 The officer shall prepare a detailed report in accordance with this Standard Operating Guideline.
10.1.5 The officer shall be available at any reasonable time for Internal Affairs, administrative interviews, and statements regarding the case. The officer is subject to recall to duty at any reasonable time.

10.2 Communications - Dispatchers, shall insure the following are notified:
- Requested medical aid
- Notify the on-duty Watch Commander

10.3 On-duty Watch Commander and on-duty supervisor.
10.3.1 Immediately proceed to the scene and insure the following is completed:
- Secure the scene
- Render command assistance to investigators.

10.3.2 Where injury resulted, shall insure the following are notified:
- Chief of Police, via the Chain of Command
- Internal Affairs Unit
- Department Public Information Officer
- Criminal Investigations Division, if needed.

10.4 Internal Affairs Unit
10.4.1 The Internal Affairs Unit shall conduct an administrative investigation of every incident of firearms discharge by a department employee except as defined in sections 8 & 9.2.

10.4.2 Determine if the shooting was:
- Within policy
- Accidental

10.4.3 Prepare a detailed report of findings for:
- Chief of Police

10.5 Investigations Division
10.5.1 The Investigations Division will conduct, with the assistance of the Missouri Highway Patrol and/or the Greene County Prosecutor, a thorough investigation of every shooting by a police officer which results in injury or death.

10.5.2 The Investigations Division shall prepare and submit a detailed report of the investigation to:
- Greene County Prosecutor's Office
- IIAU

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*Former Section 10.6 and subsections deleted per Policy Change Order 99-041, 11/15/99*
11 CIVIL RIGHTS INVESTIGATIONS
11.1 The Department will respect the rights of the Federal Government to conduct an independent investigation.
11.2 The Department shall respect the right of the employee not to talk to Federal Investigators without advice of counsel.

12 ADMINISTRATIVE LEAVE/DUTY
12.1 Any employee directly involved in the use of any force which results in death or serious physical injury shall be placed on administrative leave. This leave shall be without the loss of pay or benefits, pending the results of the investigation. The assignment to administrative leave shall not be interpreted to imply that the employee has acted improperly. (1.3.8)
12.2 While on administrative leave, the employee shall remain available for official department interviews and statements regarding the shooting incident, and shall be subject to recall to duty at any reasonable time. The employee shall not discuss the incident with anyone except prosecutors assigned to the case, personnel assigned to the investigation, the employee's private attorney, the employee's chosen clergy, the employee's immediate family, or members of the Critical Incident Response Team (CIRT).
12.3 Upon returning to duty, the officer may be assigned to administrative duty for a period of time as deemed appropriate by the Chief of Police.

13 PSYCHOLOGICAL SERVICES
13.1 In cases where an employee uses deadly force, the involved employees shall be required to undergo emotional debriefing with a department-furnished psychologist within five days of the incident.
13.1.1 The purpose of this debriefing will be to allow the officer to express his feelings and to deal with the moral, ethical, and/or psychological after effects of the incident.
13.1.2 In such cases, the psychologist may make a recommendation to the Chief of Police as to the employee's fitness for duty.
13.2 In cases where an employee uses deadly force, the involved employee(s) and his family will have available to them the services of the department psychologist and/or chaplain.
13.2.1 The purpose of this is to provide the officer and his family with a source of professional consultation to aid them in dealing with the potential moral and ethical after effects of a shooting incident.
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13.2.2 The services shall not be related to any department investigation of the incident and nothing discussed will be divulged to the Department.

13.2.3 The consultation sessions will remain protected by the privileged relationship.

13.2.4 The duration of psychological services provided by the City shall be determined by the Chief of Police and the Director of Personnel.

IV Attachments:
1 SPD Form "Use of Force Report" (SPD# 94-OP-0002)
2 SPD Form "Chain of Command Review"
3 SPD Form "Use of Force Report - Instructions" (1 page)\(^5\)

\(^5\) Revised 10-21-98.
I  Policy

The policy of this department is to be aggressive in determining if a given act or consistent outstanding service warrants recognition and, if so, to appropriately recognize that act or achievement. (26.1.2)

II  Procedure

1  ESTABLISHMENT OF THE PROFESSIONAL RECOGNITION BOARD
1.1  Purpose - To review, evaluate, investigate, and make recommendations to the Chief of Police for specific action on awards and recognition for members of the Springfield Police Department and the general public and to administer any action approved by the Chief of Police toward that end.
1.2  Representation - Each position on the board shall be staffed by either the representative or a designated alternate or a secondary alternate. Composition of the board shall be as follows:
   1 - Police Officer - Patrol Section
   1 - Police Officer - Traffic Section
   1 - Corporal - Criminal Investigation Division
SOG 103.6  
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1 - Civilian - Support Services Division
1 - Lieutenant - Commanders (Departmentwide)  
1 - Sergeant - Sergeants (Departmentwide)  
1 - Civilian - Administrative Division

1.3 Alternates  
1.3.1 Alternates shall hold same rank and type of assignment as the board representative.  
1.3.2 The designated alternate shall serve in the absence of the board representative and shall perform all required duties in that instance.  

1.4 A promotion or transfer may require resignation from the board. When this occurs, the designated alternate shall become the board representative and the secondary alternate shall become the designated alternate.

1.5 Selection of the Board  
1.5.1 Each section or division to be represented as specified in 1.2 shall nominate three persons within their respective section or division.  
1.5.2 All nominations will be presented to the Chief of Police. The Chief of Police will then appoint from those nominations the representative and the designated alternate. The third nominee shall serve as the secondary alternate.  
1.5.3 The Chief of Police shall select the chairman of the Professional Recognition Board from among the appointed members. The Chairman shall preside at all meetings, serve as liaison between the Board and the Chief of Police, and coordinate all Board activities.  
1.5.4 Representatives and alternates shall serve for a term of two years unless promotion or transfer forces resignation.  
1.5.5 The Board shall select, from among its members, a secretary. The duties of the secretary shall be to take minutes, maintain a file of cases presented before the Board and conduct any necessary correspondence.  
1.5.6 QUORUM: A quorum of five members shall be necessary in order to transact official business of the board.

2 APPLICATION AND ELIGIBILITY FOR AWARDS CANDIDACY  
2.1 Each candidacy case shall be initiated by a sponsor(s). Any department member or private citizen may serve as a sponsor.  
2.2 Any department member or private citizen is eligible for consideration for any department award.
3  PROCESSING OF AWARDS CANDIDACY CASES

3.1  Application and Sponsorship

3.1.1  All cases for candidacy in any awards category shall be initiated through completion of the Awards Candidate Review form by the sponsor. The sponsor shall complete as fully as possible all of Part I.

3.1.2  Although any person may sponsor any other person for candidacy for a specified award, the immediate supervisor of an employee has the primary responsibility to assume sponsorship of an outstanding performance, if he has personal knowledge.

3.1.3  If the candidate is an employee of the Police Department, the Awards Candidate Review form will be forwarded to the immediate supervisor of the employee.

3.1.4  If the candidate is not an employee of the Police Department, the Awards Candidate Review form will be sent to the office of the Chief. The Chief's office will then route it directly to the Board secretary who will then prepare it for presentation to the Professional Recognition Board at the next scheduled meeting.

3.2  Supervisory Review and Recommendation

3.2.1  The immediate supervisor of the employee-candidate shall conduct an investigation, interview witnesses, and attach all related documentation to the Awards Candidate Form.

3.2.2  The immediate supervisor of the employee-candidate will complete Part II of the Awards Candidate Review form and make a recommendation, in a written narrative, to the Professional Recognition Board.

3.3  Professional Recognition Board Review

3.3.1  The board shall convene in timely intervals or as determined by the Chief of Police to review all pending cases.

3.3.2  A recommendation shall be made by the board based upon their review and that recommendation shall be forwarded with a narrative explanation to the Chief of Police. A majority vote will determine that recommendation.

3.3.3  The Board secretary will complete Part III of the Awards Candidate Review form based on the recommendation voted on by the board.

3.4  Chief's Review

3.4.1  The Chief of Police shall review the case file on all candidates nominated for an award and indicate approval or disapproval. In the
case of approval, he will make final judgment as to which award shall
be presented based on the situation and the criteria for the award.

3.4.2 The Chief will return the case file to the Professional Recognition
Board with narrative explanation of his decision. The chairman shall
direct final disposition and/or arrangement for presentation of the
award.

3.5 Final Disposition
3.5.1 All Award Candidate Review forms will be placed in the candidate's
personnel file if he is a department employee.
3.5.2 Presentation of the award for department employee will be performed
as detailed in section 5.

4 CRITERIA FOR AWARDS
4.1 The Medal of Valor - This award shall be presented for acts of bravery and
heroism rendered by a private party or member of the Department who, in the
protection of life or furtherance of justice, sacrificed his/her life or knowingly
placed his/her life in extreme peril in the protection of life or furtherance of
justice. Sound judgement shall be demonstrated by the candidate throughout
the incident in order to qualify.

4.2 Meritorious Service Award - This award shall be presented in recognition of
acts by a private party or member of the department who, in the protection of
life or furtherance of justice, places his/her life in great peril and exhibits
conduct which is exceptional. Sound judgement must be demonstrated
throughout the incident.

4.3 Certificate of Commendation - This award shall be presented to a private party
or member of the Department who through a single act or consistently
outstanding service, has significantly impacted and improved the ability of this
department to fulfill it's mission. Sound judgement must be demonstrated
throughout the incident.

4.4 Command Commendation - this award shall be presented to members of the
Department in recognition of an act, or acts, of service to the community in
furtherance of justice which are noteworthy. The recipient must exhibit sound
judgement throughout the incident.

4.5 Letter of Commendation - This award shall be presented to a private person
who, through a single act not qualifying for any of the aforementioned awards,
is deserving of recognition and appreciation of the members of the Police
Department. Sound judgement must be demonstrated throughout the incident.
Letters of Commendation do not need to be processed through the
Professional Recognition Board, however, external letters must be signed by the Chief of Police and internal letters must be signed by a Lieutenant or above.

5 PRESENTATION AND METHOD OF RECOGNITION

5.1 Medal of Valor
5.1.1 The following shall be presented in a formal public ceremony in the presence of dignitaries and news media representatives:
   - Commendation Bar for display on uniform.
   - Certificate of Valor
5.1.2 On display in the lobby of the Police Department will be a plaque with the name of the recipient, the award earned and details of the incident being recognized.

5.2 Meritorious Service Award
5.2.1 The following shall be presented in a formal public ceremony in the presence of dignitaries and news media representatives:
   - Certificate of Meritorious Service.
   - Commendation Bar for display on uniform.
   - Letter of explanation detailing the incident being recognized.

5.3 Certificate of Commendation - Presentation of this award shall be during a formal ceremony in the presence of dignitaries and news media representatives.

5.4 Command Commendation
5.4.1 The Command Commendation shall be written on official City stationery and signed by a commanding officer (Lieutenant or above). The commendation will be addressed to the officer or employee receiving it and shall detail the incident involved. It will end with a note of praise, gratitude and encouragement to continue such noteworthy performance.
5.4.2 Presentation shall be made directly from the issuing officer to the recipient of the award. An attempt shall be made to present the award in the presence of other employees. (i.e.: Roll Call Meeting)

5.5 Letter of Commendation - This award shall be delivered to the candidate with no formal ceremony.

6 AUTHORIZED DISPLAY OF AWARDS
6.1 Neck Ribbon - May be worn only with the dress uniform (Class A, AA or AAA) at formal ceremonies, such as awards ceremonies or honor guard funerals.
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Department Awards Program

6.2 Bars - Commendation bars shall be worn on the right breast pocket flap centered below the name tag.
6.3 Subsequent presentations for each type of award shall be indicated by bronze oak leaf clusters attached to the original bar.
6.4 Civilian Attire - Members of this department wearing civilian attire may wear commendation bars in an appropriate manner, taking into consideration the type of clothing being worn.
I  Policy

It is the policy of the Springfield Police Department to utilize the disciplinary process to correct and improve employee conduct and performance in a fair, equitable, and just manner. Consistent with the concept of progressive discipline, the Department uses the least punitive corrective action necessary to promote compliance with department policy, City Merit Rules, and the law.

II  Procedure

1  RESPONSIBILITY FOR DEPARTMENT DISCIPLINE (26.1.5)
   1.1 Each member of the Springfield Police Department is charged with the responsibility to conduct themselves in accordance with the law, Merit Rules, and department policy, rules and regulations.
   1.2 Each member of the Police Department is charged with the responsibility to report violations of policy to a department supervisor.
   1.3 Supervisory and Command Ranks (26.1.5) Supervisors and commanders are fully empowered and are EXPECTED to intervene and act on problems of sub-standard performance and minor misconduct without requiring formalized investigative processing.
Pursuant to that responsibility, members of command and supervisory ranks have the following authority:

1.3.1 To issue verbal and written reprimands, verbal and written commendations to employees under their supervision;

1.3.2 To order an employee to leave the job site under provisions listed in Section 2 of this directive;

1.3.3 To issue letters of appreciation to employees under their command;

1.3.4 To make recommendations involving disciplinary cases and any aspect of the disciplinary process.

1.4 Chief of Police

The Chief of Police has the authority to take any form of corrective action as presented in Section 2 of this directive.

2 RANGES OF POSITIVE/CORRECTIVE DISCIPLINARY ACTION

2.1 Positive Action

2.1.1 Supervisory Praise, Recognition

2.1.2 Departmental Awards (Refer to SOG 103.6, Department Awards Program) (26.1.4)

2.1.3 Supervisory Guidance/Oral Counseling (26.1.4)

Informal supervisory counseling conducted to provide assistance.

2.1.4 Corrective Training (26.1.4)

Training may be employed by itself in a proactive manner or it may be employed in conjunction with other components of the disciplinary system. The purpose is to strengthen the employee's performance in a positive manner.

2.1.4(b) Employees are required to diligently maintain an acceptable level of competence in performance of
their duties and to comply with department in-service training standards and minimal continuing education standards as required by the Department of Public Safety, State of Missouri.

2.1.4(c) Acts of employees which are because they misunderstood procedures or were never aware of them indicate the need for corrective training.

2.1.4(d) Supervisors are expected to identify performance deficiencies and insufficient knowledge during the job performance evaluation process, when appropriate, supervisors should take the necessary steps to secure such remedial training for the employee.

2.2 Punitive Disciplinary Actions (26.1.4)

2.2.1 Documented Oral Counseling
More formal counseling session. Identifies problem, clearly defines expectations, and includes formalized memo to Department Personnel File. Minor disciplinary action.

2.2.2 Letter of Reprimand
Issued by any supervisor, the letter defines violation or policy clearly, sets out clear expectations for improvement, warns of the likelihood of more severe action in future. Moderate disciplinary action.

2.2.3 Suspension
Suspension of pay (and benefits) for a defined period. Considered a severe disciplinary action.

2.2.4 Demotion
Reductions in rank, pay, and grade permanently. Severe disciplinary action.

2.2.5 Dismissal/Termination
Permanent loss of position. Most severe disciplinary action.

2.3 Immediate Summary Action (52.1.8)

2.3.1 Immediate Summary Action provides for immediate intervention by supervisors or commanders to act on violations of standards of conduct or appearance. These actions do not require a complaint control number and subsequent Inspections and Internal Affairs investigation although in serious cases such documentation may be appropriate.

2.3.2 Immediate Summary Action may be implemented by supervisors or commanders outside the affected employee's chain of command.
2.3.3 Immediate Summary Action includes documenting employee counseling, issuing oral or written reprimands, and/or immediate suspensions.

2.3.3(a) When suspension is necessary, it shall be for the remainder of the employee's workshift and may continue through the subsequent workshift.

2.3.4 Proper discretion and good judgement should be exercised in the application of Immediate Summary Action.

2.3.5 Upon taking this action, the enforcing supervisor or commander shall notify: the supervisor of the affected employee and his/her own supervisor. The enforcing supervisor shall immediately follow-up with a written report of the incident.

2.3.6 Application of Immediate Summary Action does not prevent application of additional or more severe disciplinary action.

2.3.7 A list of violations that could result in application of Immediate Summary Action include but are not limited to: (52.1.8)

2.3.7(a) Tardiness or misuse of duty time;
2.3.7(b) Failure to be clean and neat in appearance;
2.3.7(c) Out of uniform;
2.3.7(d) Failure to maintain equipment;
2.3.7(e) Failure to report back to service upon completion of assignment;
2.3.7(f) Taking excessive time for lunch/breaks;
2.3.7(g) Failure to give full attention to duty

• Lounging on post;
• Unnecessary visiting;
2.3.7(h) Failure to perform assigned tasks;
2.3.7(i) Misuse of equipment or supplies;
2.3.7(j) Failure to report for duty when scheduled;
2.3.7(k) Reporting unfit for duty;
2.3.7(l) Failure to provide prompt, courteous and correct service;
2.3.7(m) Failure to comply with a direct order from a supervisor;

3 ADMINISTRATIVE ACTION REVIEW BOARD
3.1 Scope and Authority
The Administrative Action Board has two review functions: (1) to review department policy, and (2) to review conduct.

3.1.1 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 for possible resolution.

3.1.2 The proceedings and recommendations of the Administrative Action Review Board are of a confidential nature and shall be reported solely and directly to the Chief of Police by the Chairman. No press releases or statements by the Board or its members shall be made to anyone unless authorized by the Chief of Police.

3.2 Appointment of the Administrative Action Review Board
3.2.1 The Board shall be convened at the request of the employee and the discretion of the Chief of Police.

3.2.2 The Board shall consist of five members all appointed by the Chief of Police as follows:
   3.2.2(a) The Chief of Police shall appoint one (1) member as board chairman;
   3.2.2(b) Two (2) members will be of the same rank or equivalent status as the member whose case is being reviewed.
   3.2.2(c) Two members will be from supervisory or command ranks.

3.2.3 No member may serve on the Board who is on probation, active suspension, or under investigation for a pending complaint.

3.2.4 No direct supervisor of the employee whose case is being reviewed may serve as a member of the Board.

3.2.5 The member whose case is being reviewed will have the opportunity to strike (1) one board member from the Administrative Action Review Board. The Chief of Police will appoint a Board member to replace the one stricken.

3.3 Responsibilities of the Administrative Action Review Board
3.3.1 The Chairman of the Administrative Action Review Board shall attend to the administrative and logistical matters necessary to convening the board.

3.3.2 The Chairman shall actively participate in the review process but may exercise his voting privilege only in the event of a tie vote on the board's proposed recommendations.
3.3.3 The member whose case is being reviewed will be notified in writing of the date, time, and location that the board will be convened. The member will be notified at least (3) days prior to the board meeting.

3.3.4 Staff from Inspections and Internal Affairs Unit will provide all available pertinent information to the review board and will be available to answer questions and provide needed clarification.

3.3.5 The member whose case is being reviewed may be present at the board meeting to answer questions and make clarifications if requested by the Board and he so desires.

3.3.6 The Administrative Action Review Board will review any issue relative to the case, including past demeanor record of the member involved.

3.3.7 The Administrative Review Board will not review the Internal Affairs investigation for merit, but rather will only review the circumstances of the case and recommend actions they deem proper.

3.3.8 The Administrative Action Review Board chairman will submit the board's recommendation(s) in writing with appropriate justification(s) to the Chief of Police.

3.3.8(a) The judgment of the Disciplinary Review Board shall conform to the "conclusions of fact" found in SOG 103.10, Disciplinary Investigation System, Section 4.4. (52.1.9)

3.3.8(b) When an allegation is classified as sustained, the Board shall include a recommendation for:

3.3.8(c) Letter of Reprimand
3.3.8(d) Suspension (specific number of days)
3.3.8(e) Demotion
3.3.8(f) Dismissal

3.3.9 The Chief of Police will review the recommendation(s) of the board, which are not binding. He will then take such actions, as he deems appropriate.

3.3.9(a) If further investigation is required, the Chief of Police shall remand the case back to the IIAU or the accused officer's division commander.

3.3.10 The Chief of Police shall, within ten (10) working days after receiving the recommendation(s) of the board, notify the accused member in writing of his decision and advising him of his right to appeal under the Merit System of the City if the result of the action is suspension, demotion or dismissal.
4 ACTION BY THE CHIEF OF POLICE
4.1 Upon receipt of the case file from the Administrative Action Review Board or the Internal Affairs Unit, the Chief of Police shall review all summaries, findings, reports, and recommendations received.

4.2 If the Chief of Police is satisfied that the case has been thoroughly investigated, he shall:
4.2.1 Make a finding consistent with SOG 103.10, Section 4.4 Case Disposition Classifications.
4.2.2 If appropriate, impose corrective or disciplinary action as defined under Section 2 above.
4.2.3 Remand the case to the Division Commander for follow up on the action, in conjunction with staff assistance provided by IIAU.
4.2.3(a) Notification of the officer, in writing.
4.2.3(b) Notification of the complainant in writing.
4.2.3(c) Severe disciplinary actions such as suspension, demotion, or dismissal shall be administered out of the Office of Chief of Police.
4.2.3(d) Letters of Reprimand may be administered by the accused officer's Division Commander.
4.2.3(e) Less severe actions may be administered as determined by the Division Commander.

4.3 In deciding the disciplinary action appropriate to the case, the Chief of Police shall consider:
4.3.1 The nature and severity of the misconduct and its negative impact upon the department;
4.3.2 The accused officer's personnel record;
4.3.3 Recommendations from the Administrative Action Review Board, if utilized.
4.3.4 Recommendations from the chain of command;
4.3.5 Past disciplinary actions taken for similar violations.

5 PROCEDURES FOR SERIOUS DISCIPLINARY ACTION: SUSPENSION, DEMOTION, DISMISSAL
5.1 All serious disciplinary action such as demotion, reduction in compensation, suspension, or termination shall be documented in written form with a copy to the accused employee and another to the Director of Human Resources.
5.2 The Chief of Police may dismiss any employee from service, or from any position within the service after appropriate notification and citing violation of applicable rules and regulations.

5.3 The Chief of Police may elect to suspend the employee by placement on non-duty status with pay and benefits known as Administrative Leave, which is not to be considered as disciplinary action.

5.4 Termination Letter: (26.1.7)

5.4.1 If the disciplinary action involves dismissal of a non-probationary employee the written notification letter shall include at a minimum:

5.4.1(a) A statement citing the reason for dismissal, citing specific behavior, and violation of Merit Rules or department policy;
5.4.1(b) The effective date of dismissal;
5.4.1(c) A statement of the status of fringe and retirement benefits after dismissal;
5.4.1(d) A statement of the content of the employee record relating to the dismissal;
5.4.1(e) Date of the first disciplinary notice;
5.4.1(f) Declared opportunity for and/or date of the first disciplinary hearing;
5.4.1(g) Declaration of the employee's attendance or non-attendance at such meeting;
5.4.1(h) Declaration of hearing the employee's evidence;
5.4.1(i) Employee's job title.

5.4.2 A copy will be presented to the involved employee in person by the Chief of Police or by his/her designee. A copy will be placed in the department personnel file located in the Office of the Chief of Police and another copy sent to the Director of Human Resources.

5.5 Appeals Process for Dismissals, Demotions, Suspension or Reduction in Compensation (26.1.6)

5.5.1 Any such employee shall have right of appeal in accordance with Merit Rule 12 and may seek redress through the grievance procedure as defined in Merit Rule 13.5 or appeal directly to the Personnel Board in accordance with Merit Rule 13.4(c).

5.5.1(a) Any request for hearing by the Personnel Board must be filed in writing within five (5) working days after decision by the City Manager.

5.5.1(b) Any person dismissed in accordance with Merit Rule
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12 shall appeal only to the Personnel Board in accordance with Rule 13.4(c).

5.5.1(c) Any direct appeal to the Personnel Board must be followed by written request, stating facts pertinent to the appeal, and delivered to the Secretary of the Personnel Board within fifteen (15) calendar days following the effective date of dismissal, demotion, suspension, or termination.
Inspections

I Policy

The inspectional process is designed to evaluate the quality and efficiency of department operations, confirm that goals and objectives are being pursued, identify the need for additional resources, and provide information to assist in planning for desired changes.

II Procedure

1 STAFF INSPECTIONS (53.2.1)
   1.1 When IIAU personnel conduct a staff inspection, they are acting under authority of the office of Chief of Police.
   1.2 All department personnel shall cooperate with IIAU officers while performing the staff inspection function.
   1.3 Staff inspections involve a comprehensive review of operating procedures specific to an organizational component.
   1.4 Staff inspections will be conducted every three years by the Inspections Unit for all organizational components. Any additional inspections may be ordered by the Chief of police.
   1.5 The Inspections Unit will send written notice to the unit head regarding a scheduled inspection.
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Inspections

1.6 An itemized check sheet outlining the procedures, activities, and equipment to be inspected should be designed and utilized for the inspections.

1.7 At the conclusion of the inspection, the Inspections and Internal Affairs Unit will submit a written report to the Chief of Police and Division Commander. The report will identify any deficiencies, positive aspects, and recommendations.

1.8 If deficiencies are noted, a follow-up inspection will be conducted within 60 days to ensure that changes have been implemented. A written report of the follow-up inspection will be submitted to the Chief of Police and Division Commander within 30 days from completion of the inspection.

2 LINE INSPECTIONS (53.1.1)

2.1 Line inspections are an activity to ensure that employees are acting in concert with agency requirements in such areas as personal appearance, use and maintenance of equipment, and adherence to agency directives and orders.

2.2 Supervisors are responsible for performing line inspections on a daily basis. A visual inspection will be conducted of employees' personal appearance and the condition of their equipment during the work shift.

2.3 A written report of the inspection is only required if corrective or disciplinary action is needed.

2.4 Supervisors shall complete a documented formal inspection twice monthly documenting the results of each employee on the inspection form. (See Attachment 1)

2.5 Supervisors will follow-up to ensure that corrective action has been taken concerning unacceptable conditions or performance.

2.6 Supervisors will monitor the work performance of their employees to determine if they are adhering to department directives and orders.

2.7 Following a deficient inspection, the supervisor shall re-inspect the employee within five working days.

2.7.1 If upon re-inspection, the deficiency is corrected, the supervisor shall so note in the employee's critical incident file for inclusion in the annual evaluation process.

2.7.2 Upon re-inspection, if the discrepancy remains, the supervisor shall refer the employee to the appropriate commander for further corrective action.

III. Attachments

1. Inspection Form and Rating Definitions
Disciplinary Investigation Process

I  Policy

As members of the Springfield Police Department, we value the welfare of each employee and the achievement of the organization's goals. Therefore, it is the policy of this department to diligently and expeditiously record and investigate all complaints, to take corrective disciplinary action when appropriate, to take corrective procedural action when necessary, to vindicate the employee when justified and to protect the rights of employees and citizens. (52.1.10)

II  Definitions

Administrative Complaint - A complaint originating within the Department and involving its personnel which are specific allegations of violations of departmental rules, regulations or procedures, Merit System rules, or violations of law.

"Conclusions of Fact" - A clear, specific disposition classification for each complaint.
**External Complaint** - All complaints originating from sources outside the Police Department, regardless of severity.

### III Procedure

1. **ROLE AND RESPONSIBILITIES**  
   Police Department employees will receive and record all complaints made against the department or its employees. A record of that complaint shall be maintained in the Inspections and Internal Affairs Unit. (52.1.10)

  1.1 Department Employees  
     1.1.1 Shall take proactive steps to identify and prevent inappropriate behavior.
     1.1.2 Each employee has the duty to assist the public with complaints of employee misconduct or of Department operations and to do so in a courteous and willing manner.

  1.2 Department Supervisors  
     1.2.1 If IIAU staff are available, the complainant will be referred to that office.
     1.2.2 If the involved employee's supervisor is not immediately available, that employee's commanding officer should be contacted. In the event the commander is not available, the first available supervisor within their line of authority will respond to address the complaint. Every effort will be made to expedite recording the complaint and avoid delays.
     1.2.2(a) If a supervisor, for some reason, cannot respond, the employee who is contacted will provide a set of complaint forms to the complainant with instructions to mail them to the Inspections and Internal Affairs Unit at Police Headquarters.
     1.2.3 Supervisors are charged with the routine documentation of positive and negative behaviors in the employee's critical incident file.

  1.3 Inspections and Internal Affairs Unit  
     1.3.1 The Inspections and Internal Affairs Unit has staff control over all administrative complaint investigations and may investigate any or all as directed by the Chief of Police. (52.1.1)
     1.3.2 Regardless of rank or organizational placement, the IIAU Supervisor shall have direct access to the Chief of Police in all matters directly related to internal investigations, audits, and the disciplinary process. (52.1.2)
     1.3.2(a) The Administrative Division Commander shall be thoroughly briefed concerning such discussions or decisions.
1.3.3 IIAU shall serve as a neutral fact-finding investigator and shall not make decisions as to the final disposition in any disciplinary matter.

1.3.4 The only opinions that IIAU may make as part of an investigation are those concerning the credibility of witnesses and statements of fact regarding the presence or lack of consistency in statements of witnesses.

2 COMPLAINT CLASSIFICATION

2.1 Class I Complaints

All serious complaints lodged against Police Department members. If the Class I complaint alleges possible criminal conduct, Internal Affairs staff shall notify the Criminal Investigations Division commander. In such cases, the Chief of Police may authorize delay of the internal investigation until the criminal investigation is completed. Class I complaints include:

2.1.1 Intentional discrimination

2.1.2 Corruption

2.1.3 Harassment, ridicule, or retaliation in any form against a complainant, employee, or any witness for complaining or otherwise offering evidence in an Internal Affairs or criminal investigation involving Police Department employee(s) is strictly prohibited and may result in severe disciplinary action.¹

2.1.3(a) Any attempt by an employee to pressure or influence a complainant/witness to offer untruthful statements or alter the nature of evidence offered in an internal administrative or criminal investigation shall be deemed official misconduct as provided above.

2.1.4 Violation of specific criminal statute

2.1.5 Severe injury or death resulting from an act or omission of any employee

2.1.6 Discharge of firearm whether on or off duty except Less Lethal Weapons as provided by department directive.

*Exception: Supervisory authorized destruction of animals, range practice, or other lawful sporting events.

2.1.7 A complaint involving employees of two or more divisions.

2.1.8 Complaint in the form of an intent to file civil action that alleges or suggest improper conduct on the part of an employee.

2.1.9 As directed of the Chief of Police.

2.2 Class II Complaints:

¹ Section and sub-section added per Policy Change Order 99-030, 10-01-99.
All complaints relating to inadequate police service, discourtesy, improper procedure, and any other allegations of misconduct not included under Class I, Section 2.1 or as directed by the Chief of Police.

2.2.1 Class II investigations by supervisors shall be completed within 30 days following filing of the complaint. Dispositions of these cases are to be completed by Day 45. Exceptions shall be authorized by the Division Commander.

2.2.2 The assigned investigator shall be responsible for keeping the citizen complainant and the involved employee notified concerning the overall status of the investigation but should avoid discussing findings or details.

2.2.2(a) Status notifications to the complainant shall be in writing and shall be sent no later than 15 days following the filing date of the complaint. (52.1.5)

2.3 IIAU shall inform the Chief of Police of any complaint received as described under Sec. 2.1 (52.1.3)

3 RECEIVING AND REPORTING COMPLAINTS

3.1 Administrative Complaints

3.1.1 Interpersonal relationships, supervisory techniques, and administrative processes may generate employee concerns; however, such concerns should be handled through the chain of command, and not the internal investigation process.

3.1.2 Supervisors will utilize the Complaint Control Form and the Complaint Form for lodging an Administrative Complaint. These forms shall be completed with all relevant documentation attached.

3.1.3 Administrative complaints may be assigned to IIAU for investigation at the option of the Chief of Police.

3.1.4 Forward the documentation to IIAU for processing as described in Section 4 below.

3.2 External Complaints

3.2.1 Conduct private interview.

3.2.2 Do not dissuade the complainant. Explain to clarify police procedures, if pertinent.

3.2.3 All complaints will be recorded on a Complaint Control Form (#94-AD-0003) and a Complaint Form (#94-AD-0003-B) to be found in Uniform Operations and Investigations Division, Records Section, and IIAU.

3.2.4 Complainant completes and signs form unless disabilities prevent it. In such cases, Department employees will assist fully with completion, except signature.
3.2.5 Forward all forms and related reports to the Inspections and Internal Affairs unit.

3.3 Complaint forms do not need to be filled out if the complaint is resolved to the satisfaction of both the supervisor and the complaining party. All other complaints will be documented. (Section 1.2.3)

3.4 Members of this department shall accept complaints whether in person, by phone, or by mail.

3.5 Anonymous and second party complaints shall be accepted. The Chief of Police shall determine the extent to which they will be investigated.

3.6 Complaints which center around a difference of opinion between an employee and a defendant over guilt or innocence in a pending case shall not be investigated. The complainant shall be advised to pursue adjudication through the courts.

3.7 To assist the public awareness of the proper method for reporting complaints of misconduct or service problems to the Police Department, Inspections and Internal Affairs Unit shall periodically publish and distribute a brochure detailing such information. (52.1.12)

3.7.1 This brochure should be placed in public areas, substation lobbies, City Hall and other public buildings.

4 IIAU PROCEDURES UPON RECEIVING A COMPLAINT OR COMPLAINT PACKET

4.1 Upon receipt of a complaint, IIAU shall review and enter the complaint into the complaint index system, assign a complaint control number. (52.1.10)

4.1.1 If a Class II complaint, Inspections and Internal Affairs Unit shall forward all documentation to the employee's supervisor for investigation and recommendations of disposition and corrective action. The packet shall be forwarded to the supervisor through the appropriate division commander. (52.1.1)

4.2 Upon receiving and logging the complaint, IIAU shall provide the named employee with a written notification in the case of non-criminal complaints. This written notification shall become part of the investigative case file. At a minimum, the notification shall include: (52.1.6)

4.2.1 Name of investigator conducting investigation;

4.2.2 Nature of complaint, location, date, and time, if known;

4.2.3 Suspension of Section 4.2 shall only be authorized by the Chief of Police in written form;

4.2.4 The employee's rights and responsibilities as provided in the Merit Rules and the policies and procedures of the Springfield Police Department.
INVESTIGATIONS CONDUCTED BY IIAU

5.1 All IIAU (Class I) investigations shall be completed in forty-five (45) days of the filing of the complaint. Disposition of these cases shall be completed by Day 60.

5.1.1 If due to unusual circumstances, the investigation cannot be completed, an extension may be granted by the Office of Chief of Police.

5.1.2 When an extension is granted, weekly progress reports of the investigation shall be submitted to the Chief of Police. (52.1.4)

5.2 IIAU shall compile an investigative case file which shall consist of the following:

5.2.1 Investigative synopsis
5.2.2 Complaint Control Form
5.2.3 Copies of all related reports and statements
5.2.4 A demeanor report relating all relevant material regarding the affected employee
5.2.5 Other pertinent reports and information

5.3 The assigned investigator shall review all related Police Department reports prior to requesting information from the involved employee.

5.4 IIAU shall notify the complainant in writing that the complaint has been received and has been assigned for investigation and that they may be contacted for additional information. Such notification shall include the name of the investigator. (52.1.5)

5.5 The assigned investigator shall be responsible for keeping the citizen complainant and the involved employee notified concerning the overall status of the investigation but should avoid discussing findings or details.

5.5.1 Status notifications to the complainant shall be in writing and shall be sent no later than 15 days following the filing date of the complaint. (52.1.5)

5.6 Upon conclusion of the investigation and a finding by the Chief of Police, IIAU staff will make final notification in writing to the complainant to include:

5.6.1 General findings
5.6.2 If complaint is sustained, a statement that "appropriate action" is being taken by the Chief of Police.

COMPLAINT REVIEW AND RECOMMENDATION PROCESS

6.1 Upon completion of the investigation, IIAU staff shall forward the involved employees' case file to his/her immediate supervisor via the Division Commander.
6.1.1 If investigation reveals previously uncited allegations of misconduct, the IIAU Supervisor may decide whether to include the additional information in the original case file or activate a new investigation and case file. (S)he shall insure that the new allegation is thoroughly investigated either by the initial investigator or the IIAU investigator.

6.2 Beginning with the immediate supervisor each command level within that employee's chain of command shall make recommendations as to the "conclusion of fact" and corrective action on the Complaint Control Form.

6.3 Each complaint investigation, whether investigated within the Division or by IIAU, shall result in a clear "conclusion of fact" as to disposition to include:

6.3.1 **Unfounded**: Allegation is false or not factual.

6.3.2 **Not Involved**: Employee not present at time the alleged misconduct occurred.

6.3.3 **Exonerated**: Incident complained of occurred, but actions of employee were lawful and proper.

6.3.4 **Not Sustained**: Insufficient evidence to prove or disprove the allegation.

6.3.5 **Sustained**: Allegation is supported by sufficient evidence.

6.3.6 **Policy Failure**: The incident may or may not have occurred but the investigation revealed faulty policies, procedures, or rules.

6.4 Disciplinary recommendations shall be in accordance with SOG 103.8, Administration of Discipline, Section 2.

6.5 Whenever a supervisor or commander's disposition differs from that of a subordinate, written justification is required and shall be included in the case file with all other recommendations.

6.6 At anytime, any supervisor or commander within the involved employee's chain of command may request clarification or additional information from IIAU on any aspect of the investigation.

6.7 The Chief of Police shall receive the case file and shall indicate the final "conclusion of fact" as provided in Section 6.3 and shall specify final disciplinary action as provided in SOG 103.8, Section 1.4, Administration of Discipline.

6.8 Upon return of the case file from the Chief of Police to IIAU, staff shall notify the complainant, the involved employee, and the employee's supervisor in writing of the findings of the investigation. Such notification shall be logged on the Complaint Control Form. (52.1.5)

6.9 When appropriate, if it has been established that a citizen knowingly and fraudulently made a false complaint, the Chief of Police may forward the case to the appropriate prosecutor for criminal prosecution review.

7 EMPLOYEE RIGHTS
7.1 Employees are afforded all rights under law and municipal regulations pursuant to any investigation of any complaint.

7.1.1 A complete and current copy of Merit System Rules and Regulations are on file and available for inspection at the office of any Division Commander, the office of the Chief of Police and at the office of the Director of Human Resources, Busch Municipal Building, Room 336.

7.2 For any employee involved in a complaint investigation, the following additional rights are granted:

7.2.1 During any interview the employee may have a representative present.
    7.2.1(a) The representative may not participate in the interview.
    7.2.1(b) Proceedings may not normally be delayed due to the inability of a particular representative to attend.
    7.2.1(c) The representative may be the employee's attorney.
    7.2.1(d) The employee's representative may not be anyone within the employee's chain of command.

7.2.2 During the interview, the IIAU investigator will tape-record the proceedings and the employee may tape-record the proceedings. The IIAU tape will be transcribed with the tape and transcript becoming part of the case evidence.

7.2.3 Reasonable breaks are allowed during the interview process.

7.2.4 If practical, interviews will be conducted during the employee's scheduled work shift.

7.2.5 The employee may provide additional information in writing without the request of IIAU.

7.3 With the exception of IIAU personnel, no person shall have access to or information from IIAU records without the express written permission from the Chief of Police, except as otherwise provided in this policy. If such permission is granted, the written request and authorization shall become an addition to the particular case file.

7.3.1 If the department expects to honor an external request for an employee file, that employee will be notified by the Internal Affairs Supervisor.

7.4 Police employees must cooperate fully with the investigation of an internal, non-criminal complaint. Refusal to do so will be grounds for disciplinary action.

7.5 Statements:

7.5.1 Employees are required to truthfully answer all questions.

7.5.2 Accused employees may not refuse to answer questions narrowly and specifically related to the performance of their duties.

7.6 Medical, Laboratory, and Polygraph Examinations

7.6.1 Employees shall not refuse to submit to any non-testimonial examinations for cause (e.g., polygraph, blood-alcohol testing, medical examination, lineups, drug testing, photographs) during internal,
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administrative investigations. In criminal cases, the employee may have an attorney present as provided by law. (52.1.7)

7.6.2 For drug testing information, refer to Substance Abuse, Merit Rule 26. (52.1.7)

7.6.3 Polygraph Examinations
An employee may, at any time be ordered by the Chief of Police to submit to a polygraph examination. (52.1.7)

7.6.3(a) When the complaint from a citizen is the basis for the investigation, and no corroborating evidence has been discovered, the employee will not be required to submit to a polygraph examination without the complainant first taking such examination; however, based upon justification the Chief of Police may order the employee to take the polygraph.

7.6.3(b) An employee may request a polygraph examination. Such examination should be completed during the investigative process.

7.6.3(c) Prior to any examination, the employee will be permitted to review all questions to be asked during the polygraph.

7.6.3(d) Test results shall be recorded as:
- Truthful
- Deceptive
- Inconclusive

7.6.3(e) Polygraph test results gained pursuant to an administrative investigation are not usable in a criminal proceeding.

7.6.3(f) The person making the complaint may be asked to submit to a polygraph examination if the Chief of Police believes the examination would be necessary to accurately complete the investigation.

7.6.4 Searches
7.6.4(a) All Department property, property issued by the Department, and property authorized by the Department for use in connection with official police duties shall be subject to inspection at any time, even if assigned or used exclusively by the employee.

7.6.4(b) An employee's personal property shall be afforded protection as provided by law.

7.6.5 Photographs
Pursuant to an administrative investigation, photographs of the employee may be taken at any time.
7.6.6 Line-ups

7.6.6(a) Photographic lineups may be utilized to assist in identification of officers in internal investigations. When used, the same procedures and methods shall be used as employed during criminal investigations.

7.6.6(b) In the event a live lineup is required, accused employees shall cooperate fully with investigators.

7.6.7 Financial Disclosure Statements
For cause, employees may be directed by the Chief of Police to provide personal financial disclosure statements detailing financial receipts or disbursements.

8 DISCIPLINARY RECORDS (26.1.8)

8.1 Location and Physical Security of Records (52.1.10)

8.1.1 Class I and II investigation and disposition records and secured in the Inspections and Internal Affairs office. File cabinets and offices shall be locked after working hours.

8.2 Access Control to Disciplinary Records

8.2.1 Disciplinary records are closed records by Missouri law. These records shall not be made public, nor released to unauthorized persons.

8.2.2 Employees may inspect their own disciplinary record by appointment from 0800-1700, Monday through Friday. Such inspection must occur directly on premise. Notes may be made but copies are not authorized.

8.2.2(a) IIAU staff will review the contents of the case file and will edit out any references to the disciplinary record of any other employee.

8.2.3 IIAU staff have access to records.

8.2.4 All other persons must have authorization from the Chief of Police to access internal affairs records or disciplinary records.

8.3 Purging of Disciplinary Records

8.3.1 An employee may request that the Director of Human Resources remove a written reprimand from their master personnel file maintained by the Director of Human Resources.

8.3.1(a) Such request must show just cause for removal and must be submitted through the chain of command to the Chief of Police.

8.3.2 The employee's Police Department file is a permanent file and may not be purged.
8.4 The Demeanor Report is produced by the Inspections and Internal Affairs Unit to provide guidance for disciplinary recommendations. All information contained should be relevant to the subject case and shall include:
  8.4.1 All Class I complaints;
  8.4.2 Promotions
  8.4.3 Use of Force reports, if applicable to case
  8.4.4 Pursuits, if applicable to case
  8.4.5 For the past 5 years, all traffic accidents
  8.4.6 For the past 2 years:
      8.4.6(a) All Class II complaints;
      8.4.6(b) Letters of compliment;
      8.4.6(c) Citations, awards.

8.5 Supervisory Review
To facilitate supervisory knowledge of employee performance and conduct history.
  8.5.1 All Class I complaints;
  8.5.2 Promotions;
  8.5.3 For the past 5 years, all traffic accidents;
  8.5.4 For the past 2 years:
      8.5.4(a) All Miscellaneous complaints;
      8.5.4(b) All Class II complaints;
      8.5.4(c) Letters of compliment;
      8.5.4(d) Citations, awards;
      8.5.4(e) Use of Force incidents;
      8.5.4(f) Pursuits.

9 DISCIPLINARY STATISTICAL DATA
9.1 The Inspections and Internal Affairs Unit Supervisor shall prepare a monthly and an annual report detailing internal affairs investigative activity, status, and disposition. (52.1.11)
  9.1.1 This report will also detail all other IIAU activity, workload, action, and projects.
9.2 The IIAU Supervisor shall make the annual report available for publication of data in the Police Department Annual Report. (52.1.11)
9.3 Statistical data is available to any person upon request.

IV Attachments
1  Complaint Control Form (SPD-94-AD-0003)
2  Complaint Form (SPD-94-AD-0003-B)
Lethal Force Investigations

I  Policy

Incidents of homicide involving officers and use of force which threatens or seriously impairs normal life processes will be investigated by CIS. All criminal investigative processes will be centralized with CIS and controlled by CIS supervisors.

II  Procedure

1  IMPLEMENTATION OF REVISED PROTOCOL
In the following incidents, Patrol personnel will provide support to CIS Investigators. CIS Investigators will process the crime scene and direct investigative response as provided in SOG 402.2, "Crime Scene Management."

1.1  Incidents when an officer has killed a person under color of official duty,
1.2  Less lethal incidents involving use of bean bag projectiles or other impact weapons causing serious physical injury under color of official duty,
1.3  By direction of a command officer.

2  INITIAL PATROL RESPONSE  (1.3.5)
2.1  Identical to standard procedure for other major crimes.
   2.1.1  Check the injured, call for medical assistance.
2.1.2 Secure the scene, preserve the evidence.
2.1.3 Check immediate area for suspect.
2.1.4 Secure witnesses, remove from scene
2.1.5 Establish crime scene perimeter.
2.1.6 List of all persons entering crime scene.

2.2 Patrol Supervisor
2.2.1 Insure crime scene security, limit access.
2.2.2 Notify on duty Watch Commander.
2.2.3 Receive and take charge of all involved officers' weapons, inventory and secure magazines, less lethal and impact weapons, contents of assigned vehicle, as appropriate.
   2.2.3(a) Weapons shall be seized away from public view.
   2.2.3(b) The weapon will be immediately turned over the CIS Crime Scene Supervisor.
   2.2.3(c) The Patrol Supervisor will immediately provide the involved officer with a compatible weapon, until another replacement weapon is made available. If incompatible, the Patrol Supervisor shall locate a compatible weapon from other personnel and shall immediately provide it upon receipt of the involved officer's weapon.
   2.2.3(d) Replacement weapons may be located in the Arms Room or by contacting the Range Officer.
2.2.4 Arranges for all involved officers to be sequestered and removed from the scene as quickly as possible.
2.2.5 Brief arriving Watch Commander and CIS Supervisor.
2.2.6 Arranges for in-custody medical transport of injured suspects with armed police officers.

2.3 On-Duty Watch Commander
2.3.1 Notifications to Chief of Police, CIS Commander, Internal Affairs Unit, Public Information Officer, appropriate Division Commander.
2.3.2 Releases supervision of scene to CIS Supervisor upon arrival.
2.3.3 Insures continued crime scene security services by patrol until CIS releases the scene.
2.3.4 Provides CIS with supplementary manpower if needed.

3 RESPONSE BY CRIMINAL INVESTIGATION SECTION
3.1 CIS Crime Scene Investigation Team
3.1.1 Will expedite arrival on-scene.
3.1.2 Conduct preliminary field investigation.
3.1.3 Executes search warrant if needed.
3.1.4 Conduct neighborhood canvass.
3.1.5 The Crime Scene Processing includes collection and preservation of physical evidence and should include, as relevant to the case:

3.2 CIS Sergeant
3.2.1 Will expedite arrival on-scene
3.2.2 Assign investigative personnel at scene.
3.2.3 Determine need for and notification of crime lab personnel.
3.2.4 Coordinates crime scene activities with Follow-up Investigation Team and CIS Commander.
3.2.5 Notifies medical examiner, if homicide.
3.2.6 Notifies family of victim, if not an officer.
3.2.7 Releases scene only when all evidence collection is completed.

3.3 CIS Commander
3.3.1 Directs overall management of investigation.
3.3.2 Supervises Follow-up Investigation Team.
3.3.3 Coordinates with Crime Scene Supervisor.
3.3.4 Coordinates with Public Information Officer.
3.3.5 Notifies Greene County Prosecutor's Office and maintains a close liaison with that office during the course of the investigation.
3.3.6 Notifies Missouri State Highway Patrol.
3.3.7 Updates the appropriate Division Commander, Investigation Division Commander, Internal Affairs Sergeant, and Chief of Police.
3.3.8 Implements major case management process.

3.4 CIS Follow-up Team
3.4.1 Interviews witnesses and suspects.
3.4.2 Applies for search warrant if needed.
3.4.3 Continues investigation and prepares criminal case report.
3.4.4 Staffs CIS control station during investigation.
3.4.5 Attends, documents, and collects physical evidence at the autopsy.
3.4.6 Accompanies officer to hospital for blood and urine testing to determine presence of alcohol and/or controlled substance.
3.5  Crime Lab/Identification Unit
   3.5.1  In virtually all cases, these personnel will be activated by the Crime
       Scene Supervisor.
   3.5.2  The Crime Scene Supervisor is responsible for overall scene
       supervision but should confer closely with technical staff.
   3.5.3  May be assisted by investigative officers of the Crime Scene
       Investigation Team.
   3.5.4  Expedite arrival on scene.
   3.5.5  Responsible for processing as described in 3.1.5.

4  INVESTIGATION PROCEDURES

5  THE CRIMINAL CASE REPORT
The CIS Case Investigation Team will conduct a thorough investigation and will
prepare a complete criminal case report which should consist of:
   5.1  Case Summary
   5.2  Witnesses List
   5.3  Exhibits List
   5.4  MSHP Investigation Review Report
   5.5  Offense Report
   5.6  Crime Scene Diagram(s)
   5.7  Supplemental Officers' Reports
   5.8  CADS System Detailed Incident Report
5.9 Victimology and Criminal History of Deceased
5.10 News Releases and Articles
5.11 Crime Scene Photographs
5.12 Other pertinent information as required

6 INVESTIGATION OF OFFICER INVOLVED INCIDENTS REQUESTED BY OTHER LAW ENFORCEMENT AGENCIES
6.1 Prior to acceptance of a request for investigation from another law enforcement agency, the Chief of Police will determine the precise nature, scope, and authority of the request.
6.2 Request for "review" will involve a non-participatory assessment of the incident against commonly accepted practices and standards of criminal investigation.
6.3 Request to "investigate" will involve a complete, thorough and active criminal investigation of the incident against standards presented in this policy. Standards will not be negotiated with agencies.
   6.3.1 Investigations will be conducted with CIS staff as the lead and primary investigators. The agency must agree to subordinating administrative investigations to the criminal investigation or acceptance of the case will be denied by the Chief of Police.

7 NEWS MEDIA
7.1 Release of information.
   All investigative information pertinent to an officer involved shooting or other use of force is protected from disclosure under the Sunshine Law (Ch. 610 RSMO) as an open criminal investigation or as a personnel record.
7.2 All releases of information shall come from the Office of the Chief of Police or the Public Information Officer.

8 OUTSIDE AGENCY REVIEW
The Department will utilize investigative review by an outside agency to promote public confidence in the investigative product. The purpose of the review is to determine if the department is conforming to professional standards in the investigation process.
8.1 Outside Investigation Review
   8.1.1 An independent law enforcement agency with jurisdiction (Missouri State Highway Patrol) will conduct an investigative review to insure compliance with professional investigative standards and practices.
   8.1.2 The independent agency will provide a report of its findings to the Greene County Prosecuting Attorney.

9 EMPLOYEE SUPPORT SERVICES
9.1 The peer counselors will assist the officer following interview by the CIS investigation team.

9.2 A more-in depth debriefing session will be scheduled as soon as possible.

9.3 Officers not directly involved in the investigation will refrain from discussing the events with the involved officer until CIS has completed the interview.

9.4 All employees involved in an officer involved homicide or incident involving serious physical injury will attend a mandatory counseling session with a qualified psychologist designated by the Police Department.

9.4.1 Counseling is also recommended for the spouse of the officer.

9.4.2 The department will provide for transportation and counseling for the employee and spouse.

9.5 The Chief of Police may place the involved employee on administrative leave pending completion of the investigation(s). During such leave the employee will remain available, unless specifically excused by the Chief of Police.

10 SHOOTING REVIEW BOARD

10.1 In all cases of homicide or serious physical injury involving a firearm, the Chief of Police may activate the Shooting Review Board for the purpose of:

10.1.1 Review the criminal and administrative case reports,

10.1.2 Determining and recommending if the use of force complies with department policies and procedures,

10.1.3 Making recommendations for necessary changes to existing policies,

10.1.4 Making recommendations for necessary changes to existing training.

10.2 All information received by the Shooting Review Board and all discussions shall remain privileged and confidential. Board members shall not discuss contents of the meeting with non-board members.

11 SEE ALSO SOG 304.7 -- LESS LETHAL EXTENDED RANGE IMPACT DEVICES

12 EXTRA-JURISDICTIONAL USE OF FORCE

12.1 Officers who use deadly force or cause serious physical injury shall report the incident as provided in SOG 414.1, Agency Jurisdiction and Mutual Aid, Section 7, Extra-Jurisdictional Authority, Paragraph 7.5.
12.2 The Inspections and Internal Affairs supervisor shall conduct a standard use of lethal force investigation, coordinating with the appropriate law enforcement agency and insuring compliance with Springfield Police Department policy.\textsuperscript{1}

\textsuperscript{1} Section 12 added 8-28-97.
# Springfield Police Department

## Standard Operating Guideline

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>Effective Date</th>
<th>Review Date</th>
<th>Directive Number</th>
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<tr>
<td>9/1/99</td>
<td>9/1/99</td>
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<td>103.12</td>
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Accreditation Index: 26.1.2  
Rescinds 103.4

### Part: Administration  
### Chapter: Standards of Conduct

### Chief of Police:

## Workplace Harassment

### I Policy

The purpose of this directive is to establish and maintain a healthy working environment and to provide procedures for reporting, investigating, and resolving complaints of all forms of harassment; including sexual harassment.

It is the policy of the Springfield Police Department that all employees have the right to work in an environment that is free of all forms of harassment. Harassment, in any form, will not be tolerated and necessary action will be taken to prevent and/or remedy any reported incidents of harassment. In particular, sexual harassment will result in vigorous intervention and severe disciplinary action.

### II Definitions

SEXUAL HARASSMENT: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.
UNLAWFUL HARASSMENT: Conduct that has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.

III Procedures

I PROHIBITED ACTIVITY

1.1 No employee shall maliciously ridicule, mock, or belittle any person.

1.2 No employee shall make offensive or derogatory comments based on race, sex, religion, or national origin either directly or to a third party.

1.3 No employee shall sexually harass another person.

1.4 Fraternity Restricted-Protected Classes

1.4.1 Employees, Police Cadets, Interns, and volunteers who are less than 21 years of age are considered a protected class of persons within the department. They are entrusted to us for direction, guidance, and assistance. Employees shall avoid inappropriate on-duty or off-duty relationships with this class of persons. Employees who develop such relationships are subject to disciplinary action.

1.4.1(a) Inappropriate is defined as a relationship that involves sexual intimacy or dating.

1.4.1(b) Cadet supervisors and Cadet commanders are not prohibited from dating other cadets however cadets have the same rights to complain of inappropriate conduct as any employee.

1.4.2 Also protected is a group or person that, by the nature of their position is here for learning/developing experience or on the job training.

1.4.2(a) Examples include but are not limited to: Police Academy trainees, officer trainees participating in the Field Training and Evaluation program engaged in relationships with supervisors, FTO’s or other officers who evaluate or could be in a position to affect the evaluation of the new officer.

1.4.3 This policy is not intended to affect relationships that existed prior to one or both parties becoming affiliated with the Department, providing that the pre-existing relationship is disclosed at the time of hiring nor would it apply to relationships that began prior to adoption of the policy.

1.5 Retaliation in any form against an employee for filing a harassment complaint or for assisting, testifying, or participating in the investigation of such complaint is strictly prohibited.
SOG 103.12
Workplace Harassment

1.6 Displays of inappropriate posters, cartoons, other illustrations or photographs bearing sexual, suggestive, or improper content in offices at headquarters, substations, or undercover offices.

1.7 Use of sexual terminology, phrases, or the telling of jokes may be offensive or insensitive to some people. It is the responsibility of the speaker to ensure that anything said will not be heard by any person who may be offended.

1.7.1 Professional terminology pursuant and necessary to an investigation is NOT restricted in any manner.

1.8 False accusations of workplace harassment are viewed to be as severe a form of misconduct as the harassment itself. Fabrications or false statements made in such cases will be thoroughly investigated and, if sustained, will be met with severe disciplinary action.

2 EMPLOYEE RESPONSIBILITIES

2.1 Employees who encounter harassment should tell the harasser that their actions are unwelcome and offensive.

2.2 Employees may wish to report the incident to either:
   2.2.1 Their immediate supervisor
   2.2.2 Human Resources Employee Relations Officer (ext. 1599)
   2.2.3 Director of Human Resources (ext. 1600)
   2.2.4 A supervisor other than their direct supervisor
   2.2.5 Chief of Police

2.3 Nothing in the policy should be construed as to prohibit, inhibit, or restrict the right of an employee from filing a complaint or grievance with an appropriate outside agency.

3 SUPERVISOR’S RESPONSIBILITIES

3.1 Supervisors who receive an initial, minor complaint of harassment shall:
   3.1.1 Order the offending party to immediately cease;
   3.1.2 Explain that such conduct may violate Department and policies of the City of Springfield;
   3.1.3 Document in critical incident file and future evaluation.

3.2 If the offending conduct is severe or persistent, supervisors shall:
   3.2.1 Order the offending party to immediately cease;
   3.2.2 Explain that such conduct may violate Department and policies of the City of Springfield;
   3.2.3 Document the event and send a copy directly to the Office of Chief of Police. Copies may be made to notify other supervisors in the employee’s chain of command.
   3.2.4 The Chief of Police shall refer the case either to IIAU or to the Director of Human Resources for investigation.
3.3 Supervisors shall assume responsibility for preventing harassment by:

3.3.1 Educating employees about harassment, department and city policies and procedures for resolving such problems;

3.3.2 Monitoring their commands for signs of harassment or prohibited activity and taking appropriate intervention;

3.3.3 Isolating employees involved in such an incident from continued work contact through re-assignment, pending completion of the investigation. Care should be taken to insure that this is NOT perceived by the complainant as a disciplinary action against them.

4 INSPECTIONS AND INTERNAL AFFAIRS RESPONSIBILITIES

4.1 The IIAU Supervisor shall record and log any such complaint and shall direct an investigation alleging workplace or sexual harassment as provided in SOG 103.10, Disciplinary Investigation Process.

4.2 The IIAU Supervisor shall include a summary of these types of complaints to the Chief of Police on an annual basis.
I  Policy

It is the policy of the department to maintain informational reports and records that measure, analyze or provide an accounting of activities performed or conducted.

II  Definitions

Administrative Report - Any document that is essential to the management of a function, activity or program. These reports provide information about service demands, workloads, expenditures and personnel. They may be issued daily, weekly, monthly, quarterly or annually.

III  Procedures

1  ADMINISTRATION

1.1  Administrative Reports will be issued a permanent control number respective of the originating division, an assigned number and year issued.

1.2  Administrative Reports will be reviewed at least once a year by the division originating the report.
2 MANAGEMENT

2.1 Research and Development will be responsible for issuing control numbers for Administrative Reports. The number will be identified by four sections. Using AR-96-AD-0001 as an example, "AR" represents "Administrative Report", "96" represents the year originated, "AD" represents the abbreviation for Administrative Division (OP - Operations, IN - Investigations, SP - Support Services), and "0001" is the next sequential number.

2.2 A file system, containing a sample of the Administrative Report, by control number, will be maintained by Research and Development.

2.3 Research and Development will be responsible for a computer database which includes the title, purpose, use and distribution of Administrative Reports.

IV. Attachments

1. Listing of Administrative Reports
The Chief of Police has ultimate authority within the Police Department to create, administer, and control the Police Department budget. It is the policy of the Police Department to conform to the budgetary controls as established by the City Administration and City Council and published in the Purchasing Ordinance (Ch. 13, Art. III), the Purchasing Manual and Purchasing Manual Supplement. (17.1.1)

I Procedure

1 BUDGET ADMINISTRATION (17.2.1)
   1.1 Administration of the budget is the responsibility of the Chief of Police. The Budget Technician assigned to Administrative Division shall perform this function on a daily basis.
   1.2 Each Division Commander is responsible for the proper administration, control, and expenditure of his/her respective division budgets as supervised by the Chief of Police.

2 BUDGET PREPARATION (17.2.1)
2.1 Preparation of each budget shall commence in October of the year preceding the fiscal year.

2.2 The Accounting Technician shall publish and disseminate a Budget preparation schedule prior to the above date which shall insure preparation and submission as required by the Finance Department.

2.3 The Accounting Technician shall maintain an Administrative Diary of all Budget Priorities and Capital Outlay requests which are declined or cut. This log shall include: Description of Request, Program, Amount Needed, and Comments.

2.4 The Police Department Fleet Plan shall be reviewed and updated immediately prior to budget preparation process. Administrative Division, Research and Development Unit is responsible for coordinating, data entry, and final publication.

2.5 Each Division Commander is responsible for the preparation of their respective division budgets and in collaboration with other Division Commanders and the Chief of Police, they shall develop the Police Department Budget to include:

- Overtime Requests
- Capital Outlay Requests
- 2200 Series
- 3300 Series
- Police Department Priorities

2.6 The Accounting Technician shall prepare spreadsheets and comparative analysis tools to assist the budget development process.

2.7 Division budget submissions to the Budget Technician shall be on approved forms, utilizing the latest version of budget preparation software approved by the Finance Department for this purpose.

2.8 Budget Adjustments (17.3.1)

- The Accounting Technician submits Police Department budget adjustments to the Finance Department as required.
- All budget adjustments are approved by the appropriate Division Commander and the Chief of Police.

3 PURCHASING (17.3.1)

All purchasing processes shall be in compliance with the Purchasing Ordinance, Chapter 13 and procedures as published by the Finance Department, and in the Purchasing Manual and Supplement. The Police Department requires additional, internal procedures for accountability and tracking of expenditures as herein contained. These are subordinate to the Purchasing Ordinance.
Personnel within the Police Department who are authorized to perform purchasing approval and record keeping functions shall be trained and registered with the Director of Finance.

Purchase of items that are continually and regularly consumed should be through use of a Supply Contract or Price Agreement. Contact the Purchasing Division for assistance and direction. (17.3.1)

3.1 Field Purchase Orders
   3.1.1 To be used for purchases up to $1,000.
   3.1.2 Must be completely filled out in writing prior to transaction.
   3.1.4 Contact Accounting Technician (Chief's Office) for blank Field Purchase Orders.¹
   3.1.5 The Accounting Technician shall maintain a log of all pre-numbered FPO's assigned out to divisions.
   3.1.6 FPO Application and Processing:
      • Fill out and sign as Purchaser,
      • Forward to Division Commander for review, approval and signature
      • Forward to Accounting Technician to verify funds are available in low org and account. The Accounting Technician will then log FPO and enter dollar amount in Police Department budget database.
      • Purchaser receives FPO back and completes purchase.
      • Upon receipt of Invoice, complete Accounts Payable Transaction portion of the FPO with the appropriate vendor number, Invoice number and amount.
      • Forward completed FPO and original Invoice to the Accounting Technician for review, database entry and adjustments, signature and date approved for payment. Copies are retained in the office of the Accounting Technician and originals are forwarded to the Finance Department.²

3.2 Requisitions
   Bidding procedures are defined by regulations set forth in the Purchasing Manual and Supplement. (17.3.1)

¹ Section revised per Policy Change Order 99-022, 6-23-99.
² Section revised per Policy Change Order 99-022, 6-23-99.
3.2.1 To be used for purchases exceeding $1,000 which are not authorized under Capital Outlay accounts,

3.2.2 Requisitions are applications for issuance of a Purchase Order by the City Purchasing Division, Finance Department.

3.2.3 Requisition Process:
\begin{itemize}
  \item Complete a City Telephone Bid Sheet, including calls to at least three vendors for purchases $1,000 to $5,000.
  \item For purchases over $5,000 formal bids are required as conducted by the Division of Purchasing.
  \item Complete a City Requisition Form as instructed in the Purchasing Manual Supplement.
  \item Forward entire package to Division Commander for approval and initials on Requisition Form.
  \item Forward entire package to Accounting Technician for review of completion, verification of funds availability, entry into budget database, numerical assignment of requisition and logging, retention of copies, and forwarding of documents to City Finance Department.
\end{itemize}

3.3 Accounts Payable
Refer to Purchasing Manual (13-3.207) and Purchasing Manual Supplement ("Acct. Payable").

3.3.1 Accounts Payable forms are generally used when paying for items not purchased on an FPO, such as monthly payments for copy machines, rent, etc. This method is also used for payment of Purchase Orders issued.

3.3.2 Processing:
\begin{itemize}
  \item Upon receipt of invoice, complete Accounts Payable form with appropriate vendor number, vendor name, name of Police Department, invoice number and amount, low org number, account number. Accuracy of entries is essential to processing.
  \item Forward Accounts Payable form and original invoice to Accounting Technician for review, completion of date payment due, database entry and adjustments, signature and date for approval of payment. Copies
\end{itemize}

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3 Section revised per Policy Change Order 99-022, 6-23-99.
4 Section revised per Policy Change Order 99-022, 6-23-99.
are retained in office of Accounting Technician and originals are forwarded to Finance Department.
3.4 Emergency Purchasing Procedures (17.3.1)
All Emergency Purchasing Procedures are defined in the Purchasing Manual (13-3.300 through 13-3.304) and the Purchasing Manual Supplement ("Emergency Purchases").

3.4.1 General
- Major case investigations, natural disaster or other critical event may occur which threaten public safety, health, welfare.
- Specific conditions are defined in regulations promulgated by the City Purchasing Agent.
- Written determination of the basis for the emergency and selection of a particular contractor is required to be included in the contract file.

3.4.2 Normal Working Hours: Purchases Under $5,000
- Verbal authorization from Purchasing Agent is required. Agent will provide department with a Purchase Order number to then be given to vendor as evidence of authorization.
- Complete and label an "Emergency Purchase" requisition and forward to Finance Department along with vendor invoice.
- Purchasing will later return a copy of the Purchase Order and Accounts Payable Transaction form (APT) to the Police Department Accounting Technician.

3.4.3 Normal Working Hours: Purchases Exceeding $5,000:
- Chief of Police or designee will complete, label and sign an "Emergency Requisition". Explain the reason for selection of vendor or contractor. Finance Director and City Manager or designees must also sign.
- Purchasing Agent will issue Purchase Order number.
- Upon receipt of vendor invoice, the Department representative will attach two (2) copies of the "Emergency Requisition", the completed Accounts Payable Transaction form (APT) and forward same to Finance Department, Accounting Division within 24 hours or next business day.
Emergency Purchases exceeding $20,000 requires verbal approval of the City Manager and the requisition must be signed by the City Manager.

3.4.4 Emergencies Outside Normal Working Hours:

- Direct purchase is authorized by the Chief of Police or his designee.
- Secure sales ticket or invoice from vendor.
- Complete and label an "Emergency Purchase" requisition and state the nature of the emergency on the requisition or add a letter of explanation and attach. Also attach sales ticket or invoice.
- Forward packet to Finance Department, Accounting Division no later than the close of business the following work day.
- Finance Director and City Manager will review and approve prior to forwarding to Purchasing Division. Purchasing will an APT to be given to authorize payment. No Purchase Order will be issued.
- Copies of APT form will be returned to the Police Department.

3.4.5 Emergency Appropriation

- The Chief of Police may seek appropriation from City Council of additional financial resources for overtime or other expenses as needed to restore the operating budget.

3.5 Vendor-Purchaser Relations/Ethics

3.5.1 Vendors are certified only by the Purchasing Division according to regulations set forth in the Purchasing Ordinance. (17.3.1)

3.5.2 Guidelines for ethical relations with vendors are found in the Purchasing Manual Supplement (Vendor Relations).

3.5.3 Employees and relatives are barred from selling to the City of Springfield. Violation may result in the employee vacating his/her office (Springfield City Charter).

3.5.4 Employees shall never disclose information from other vendors.

4 ACCOUNTING SYSTEM (17.4.1)

4.1 All budget and accounting entries shall comply with the A.R.M.S. and CYBORG systems defined by the Finance Department.

4.2 A complete listing of program, low org and account numbers is available from the Accounting Technician or Finance Department.
4.3 Commanders and unit supervisors receive monthly account reports detailing initial appropriation, expenditure, any funds encumbered, and remaining unencumbered balance.
5 CASH FUND PROCEDURES

All cash funds shall retain documentation which identifies the initial balance, cash income received (credits), debits (cash disbursed), and the balance on hand. (17.4.2)

5.1 Defined: Any cash operation which receives, maintains, or disburses funds utilizing public monies. Includes all petty cash funds, investigative funds, towing bonds, bail bonds and others. ALL CASH FUNDS MUST COMPLY.

5.2 Disbursement Authority:

5.2.1 No cash fund shall be established without authorization from the Director of Finance and the Chief of Police.

5.2.2 No petty cash fund transaction shall exceed $100.

5.2.3 Disbursements from the Investigative Fund/Informant Fund are controlled by SOG 406.3, Use of Informants, Section 5.13, and by SOG 402.7, Covert and Investigative Funds.

5.2.4 All other cash funds are non-discretionary meaning that their monies must be submitted in total to a specific legal authority and may not be disbursed for any other purpose.

5.3 Records: Record keeping procedures are established by the Finance Department and may differ from fund to fund; however, all funds shall utilize, at a minimum:

5.3.1 Ledger or balance sheet showing initial balance, credits (cash income received), debits (cash disbursed), and balance on hand, and itemizing every transaction;

5.3.2 Receipts or other documentation for cash received;

5.3.3 Records, invoices, bills or other documentation for cash expenditures;

5.4 Custodian: Designated, named custodian(s) responsible for supervision of the fund. Positions authorized to disburse or accept cash include:

5.4.1 Records Section: Police Services Administrator (custodian), Police Services Shift Leaders, Police Services Representatives, Clerical Assistants, 2nd and 3rd Shift Police Officers assigned to TELCOM, and Police Services Assistants.

5.4.2 Services Division Administrative Assistant (custodian)

5.4.3 Police Department Budget Coordinator (custodian)

5.4.4 For Bail Bond monies:

5.4.4(a) Out of Jurisdiction bonds are received by the Identification Unit Administrative Assistant (custodian), accounted for and transmitted to Finance Department daily.

5.4.4(b) All Municipal bonds are recorded on a BOND TRANSMITTAL SHEET. Cash bonds are secured in sealed envelopes then placed in a locked box. The
locked box is opened in the presence of a Municipal Court bailiff, weekdays. Cash bonds are compared to the Bond Transmittal Sheet then placed in a locked briefcase. The briefcase containing the bonds is then carried to Municipal Court by the bailiff where they are audited by the court.

5.4.5 Battlefield Mall Substation: DARE Administrative Assistant (custodian) and DARE Supervisor.

5.4.6 Covert and Investigative Funds (see SOG 402.7, Covert and Investigative Funds).
   5.4.6(a) Special Investigations Supervisor
   5.4.6(b) CIS Commander
   5.4.6(c) Patrol Watch Commander

5.4.7 Training Academy Receipts: Training staff receive tuition for training services provided to other agencies. These receipts come in the form of checks, and on occasion, cash and are retained until registration is completed. At that time, a Transmittal Record shall be completed and the funds forwarded to the Police Department Budget Coordinator who then forwards it to the Finance Department. No funds shall be retained longer than 10 working days nor the balance exceed $500 without transmittal to Finance.
   5.4.7(a) Custodians shall be the Training Unit Supervisor and Administrative Assistant.
   5.4.7(b) A Transaction Record will log each transaction to include: initial balance, credits, debits, and balance on hand.

5.4.8 Fingerprint Services Receipts: Technical Services staff receives fees for fingerprinting services provided to the public and private sector professional and occupational applicants. These receipts are securely stored in a lockbox until they are forwarded to the Police Department Budget Coordinator who then transmits them to the Finance Department, with the Transmittal Record, by the next working day.
   5.4.8(a) Custodians shall be the Technical Services Supervisor and the Administrative Assistant.
   5.4.8(b) A Transaction Record will log each transaction to include: initial balance, credits, debits, and balance on hand.

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5 Section revised per Policy Change Order 99-022, 6-23-99.
5.5 Physical Security

5.5.1 Each fund described in this section shall be stored in a secure lock box or cash register. During hours when the custodian and/or designee are off-duty the secured lock box shall be stored in a locked file cabinet, safe or other means which offers access only to authorized personnel.

6 Audits

6.1 The bail bond fund is received and audited by the Municipal Court each day;

6.2 The monies received in Records Section are delivered to the Finance Department daily Monday through Friday and are audited by Finance Department upon receipt.

6.3 All other Police Department cash funds shall receive a compliance audit conducted by the Inspections and Internal Affairs Unit at least once each quarter; (17.4.2)

6.4 The Investigative and Covert Funds are audited annually by the Finance Department at a minimum. Audits by the Finance Department shall also be conducted upon the transfer or the NET Supervisor or CIS Commander. Upon completion of each audit, the Finance Department prepares a written report which is then forwarded for review by the Chief of Police.

6.5 All accounts in the budget system for the City of Springfield are audited annually by an independent certified public accountants selected by City Council. The results of such audit are public record. (17.4.3)
Administrative Process Tracking

I Policy

It is the policy of the Springfield Police Department to remain in compliance standards promulgated by the Commission of Accredited Law Enforcement Agencies (CALEA). Toward that end, the Accreditation Manager shall track administrative processes required under CALEA and shall insure that "Proofs of Compliance" are maintained on file.

II Procedure

1 ADMINISTRATIVE PROCESS TRACKING SYSTEM

1.1 All activities, inspections, audits, reports, reviews, or other administrative functions required under CALEA standards shall be tracked by the Accreditation Manager.

1.2 The Accreditation Manager shall maintain a database to enable management of all tracking information. The system will include all required activities, including annual SOG review. (See Attachment)

1.2.1 The tracking system shall include:

1.2.1(a) Type of Activity
1.2.1(b) Frequency of Activity
1.2.1(c) Date of Last Activity
REPORTING RESPONSIBILITY

2.1 The division commander having responsibility over each activity shall designate the organizational position responsible for forwarding the documentation to the Accreditation Manager at the prescribed time.

2.2 Designated employees shall insure that all such documentation is forwarded to the Accreditation Manager in a timely manner.

2.3 Each such documentation shall include a routing box naming the Accreditation Office to expedite such distribution.

ACCREDITATION MANAGER’S RESPONSIBILITY

3.1 The Accreditation Manager shall insure that the documentation is placed in the appropriate file(s) as "proof of compliance" for that standard.

3.2 The tracking system will be updated to reflect the date of receipt for such documentation.

3.3 If the documentation is not received within three working days of the required date, the Accreditation Manager shall cause notification to be made to the responsible position or the appropriate Division Commander.

3.4 The Accreditation Manager shall initiate timely SOG Review as stipulated in the Review Date box.

3.4.1 Upon completion of the review, the Accreditation Manager shall complete a brief narrative of the decisions and changes relative to the review.
Recruitment of Police Officers

I  Policy

To establish guidelines within the Springfield Police Department for the purpose of attracting quality personnel who are motivated, intelligent, ethical, progressive and dedicated, and who represent the racial, ethnic and gender composition of the community. (31.1.1)

II  Procedure

1  RESPONSIBILITY

Although every member of the Department should act as recruiters during their daily contacts with the public, the responsibility and authority of the recruitment program shall belong to the Resource Management Unit and the City of Springfield Human Resources Department.

2  MEMBER INVOLVEMENT (31.2)

2.1 Under direction of the Resource Management Unit supervisor, a team of officers shall be established and maintained for the purpose of recruiting quality police officer candidates. The Resource Management supervisor will coordinate recruitment efforts with the City's Human Resources Department. Members of the team shall be utilized on an as needed basis. Commanders
shall ensure suitable officers from their respective division or section are made available for recruiting assignments. Officers assigned to the task of recruitment should be knowledgeable in the following areas:

2.1.1 The Department's recruitment needs and commitments.
2.1.2 Career opportunities, salaries, benefits, and training.
2.1.3 Federal and state compliance guidelines.
2.1.4 Equal Opportunity/Affirmative Action policies of the city and the Americans with Disabilities Act.
2.1.5 Amenities that make the City of Springfield an attractive place to live and work.
2.1.6 An understanding of Springfield's demographics.
2.1.7 A composite understanding of the Department.
2.1.8 The selection process.
2.1.9 Minimum standards for consideration of employment.
2.1.10 Characteristics that disqualify candidates.

2.2 Selection Process:

2.2.1 All Department officers who are interested in being a part of the recruitment team should submit an IDC to the Resource Management supervisor, through the chain of command, within 10 calendar days of the Resource Management supervisor making a request for letters of interest in the position.

2.2.2 The Resource Management supervisor, Support Services Commander will evaluate all interested officers and select members of the recruitment team, subject to the approval of the Chief of Police based on the following minimum criteria:

   2.2.2(a) Professional appearance and image
   2.2.2(b) Public speaking ability
   2.2.2(c) Demonstrated capabilities, motivation and work ethic
   2.2.2(d) Minority, ethnic and gender status
   2.2.2(e) Involvement in other Departmental functions.
   2.2.2(f) Support of the Department's goals, objectives and guidelines.
   2.2.2(g) Recommendation by their chain of command.

2.2.3 The recommendations shall be reviewed and approved by the Chief of Police.

2.2.4 The Resource Management supervisor shall supervise the recruitment team after it is assembled.

2.3 Recruitment team members may be reviewed periodically and may be added or deleted on a department need basis. The member may be removed at any time from the team for cause.
SOG 201.1  
Recruitment of Police Officers

3 RECRUITMENT PROGRAM

3.1 Members of the recruitment team will work with civic organizations, educational institutions and key community leaders to provide recruitment assistance, referrals, and advice about the Department. The Human Resources Department will post police recruit job openings.

3.2 Recruitment team members will make an aggressive effort to periodically visit colleges and universities and other sources of worthy candidates for the purpose of recruiting quality applicants to the Springfield Police Department.

3.3 Job Announcements shall be the responsibility of the City's Human Resources Department, and contain a description of the duties, responsibilities, requisite skills, educational level and physical requirements for the position to be filled. The announcements will be disseminated and posted by the Human Resources Department. When possible, the announcement will be advertised in commercial, college and other professional newspapers, magazines or other media.

3.4 The Resource Management Unit shall work with the City's Human Resources Department to maintain professional quality recruitment brochures and videotapes that promote the image and mission of the Springfield Police Department.

4 AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The Springfield Police Department shall at all times adhere to the City's Affirmative Action Plan and Equal Opportunity Plan in an effort to maintain a diverse work force.

4.1 The Springfield Police Department Affirmative Action Plan provides direction for recruitment activities pursuant to minority representation.
Selection Process For Recruit Police Officers

I Policy

To establish procedures for the selection of qualified police officer candidates and the responsibilities of the department in the selection process. (32.1.1)

II Procedures

1 QUALIFICATIONS (32.1.2)

1.1 In order to maintain a professional and qualified Department, certain minimum hiring standards must be maintained. The minimum qualifications for the position of Springfield police officer are:

1.1.1 21 years of age by the date of commission.
1.1.2 A United States citizen.
1.1.3 Be in excellent physical condition.
1.1.4 Meet the vision tests which demonstrate the candidate is able to perform the essential functions of the position. This includes having vision no worse than 20/100 uncorrected in either or both eyes, correctable to 20/20, along with satisfactory color vision and depth perception.
1.1.5 To be able to meet the hearing standards test which demonstrates the candidate is able to perform the essential functions of the position.

1.1.6 To be able to acquire a valid Missouri class "F" driver's license by the time of appointment.

1.1.7 To possess 60 semester credit hours from an accredited college or university; or have two years of experience as a paid, full-time civilian or military law enforcement officer with official arrest powers (reserve or volunteer employment does not count toward this experience.)

1.1.8 To be free of any objectionable tattoos (no tattoos or brands are permitted anywhere on the body that would be visible while wearing required department clothing). In addition, except for the ears, no portion of the body may be pierced. The ears may not have more than four pierced holes, each.

1.1.9 Pass all required post-offer exams, including: polygraph examination, drug screen (urinalysis), psychological examination, medical examination, final review and a follow-up investigation (if needed).

1.2 Automatic Disqualifiers
An applicant shall be automatically disqualified and ineligible for employment under any of the following conditions:

1.2.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or serious misdemeanor charge (this includes ALL Missouri class A, B, C, and D felonies or their equivalents).

1.2.2 The applicant has a record of disgraceful conduct or moral turpitude, or has otherwise established a pattern of conduct that would tend to disrupt, or diminish, or otherwise jeopardize public trust in the law enforcement profession.

1.2.3 The applicant does not meet or has falsified any one of the requirements or has made a false statement of material fact established concerning the examination for the position of police officer, or has otherwise been untruthful at any time during the hiring process.

1.2.4 The applicant has used or attempted to use political pressure or bribery to secure an advantage in an examination or other determining factor in securing a position as a police officer.

1.2.5 The applicant omits relevant information or fails to submit a complete, accurate and truthful application for employment or background information questionnaire.

1.2.6 The applicant has sold, transported, traded or dispensed drugs illegally, or has sold or traded in any contraband.
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1.2.7 The applicant has established an unsatisfactory employment or personnel record evidenced by a reference check of such a nature as to demonstrate unsuitability for employment.

1.2.8 The applicant has served in the Armed Forces and was released or discharged under less than honorable conditions.

1.2.9 The applicant violates or does not meet the requirements of the Merit Rules of the City of Springfield, Missouri, or the State of Missouri Public Safety "Police Officers Standards and Training (P.O.S.T.)" requirements. (References: RSMo 590.120 and 590.135; Merit Rule 5.4).

1.2.10 The applicant fails to return the Springfield Police Background Investigation packet by the date specified, it is returned incomplete, or verification of required information cannot be made.

1.2.11 The applicant fails to provide documents requested for the purpose of conducting a background investigation, e.g. school transcripts, Authorization For Release of Personal Information, etc.

1.2.12 The applicant does not pass or complete the required post-offer examinations.

1.3 Discretionary Disqualifiers
An applicant may be disqualified and ineligible for employment based upon a review by the Springfield Police Department and/or Springfield Human Resources Department under any of the following conditions:

1.3.1 The applicant has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any misdemeanor charge, ordinance violation or infraction (including all Missouri class A, B and C misdemeanors, or their equivalents).

1.3.2 The applicant has abused/misused alcohol or a controlled substance without successfully completing an acceptable alcohol or substance abuse treatment program.

1.3.3 The applicant is in arrears on taxes, or has demonstrated an unwillingness to honor fiscal contracts or just debts.

1.3.4 The applicant has been cited for an excessive number of traffic violations or one or more serious traffic violations.

The disqualifiers listed in Sections 1.2 and 1.3 are given as basic guidelines and are not meant to be considered all-inclusive.

2 SELECTION PROCESS
2.1 Vacancies shall be filled at the discretion of the Chief of Police from the current eligibility list of police officer candidates provided by the Human Resources Department based upon established periodic testing and other valid factors, such as background investigation information.
Selection Process for Recruit Police Officers

2.2 Testing for the position of police recruit will be conducted as the need arises.
2.3 The Resource Management Unit shall act as the Police Department's liaison to the City's Human Resources Department. The Resource Management Unit and the City's Human Resources Department shall be responsible for the administration of the selection process.
2.4 The individual segments of the selection process shall be validated and have a practical value, using rating criteria or minimum qualifications that are job-related. The documentation for each segment shall be the responsibility of the Human Resources Department and will be retained within that department.

3 APPLICATION PROCESS
3.1 A written application containing complete and accurate information will be filed with the City of Springfield Human Resources Department. All applications shall be screened and maintained by the Human Resources Department to ensure the applicant meets the minimum requirements for the position.
3.2 At the time formal application is made, the Human Resources Department shall inform the applicant of the following information: (32.1.4)
   3.2.1 All elements of the selection process.
   3.2.2 The expected duration of the selection process.
   3.2.3 A list of areas from which polygraph questions will be drawn. (32.2.4)
   3.2.4 The City of Springfield's policy on reapplication, retesting and reevaluation of candidates who are not appointed.
3.3 The City of Springfield Human Resources Department shall be responsible for all applications, testing and employment records used in the hiring and testing process. All related materials shall be stored in locked files. (32.1.6) (32.1.7)

4 TESTING PROCESS
4.1 Selection Process:
   4.1.1 Applicants will be notified by the Human Resources Department of the expected duration of the selection process. The Human Resources Department will notify qualifying applicants of test dates at least one week prior to the test being given. Applicants must pass each testing phase before proceeding to the next phase.
   4.1.2 Applicants will be required to take entrance level examinations and must pass with a minimum score equal to or greater than the minimum acceptable score established for that examination. Written examinations provided by private testing companies shall be documented by the supplier for validity.
   4.1.3 The physical agility/physical fitness testing will be graded on a pass/fail basis. Failure to complete each required task will eliminate the
applicant from the selection process since each requirement is equally vital to the essential functions of a police officer.

4.1.4 The physical agility/physical fitness test requires considerable physical exertion. Even though candidates may be in good physical condition, it is suggested that they contact a qualified physician before taking the test. Applicants take the test at their own risk. Neither the City of Springfield, nor any of its employees is liable for any injury, illness or death that may result from this test. Each applicant will sign a waiver relieving the City of Springfield and any assisting group, agency, company, school or government from liability.

4.1.5 The physical agility/physical fitness test will consist of:

4.1.5(a) A suggested 10 minute warm-up session.

4.1.5(b) An obstacle course consisting of running, jumping, bending, pushing, pulling and lifting within a set time limit.

4.1.5(c) The course will include a continuous circuit consisting of running a pre-determined distance, a serpentine run, going through a window five feet off the ground, going over a wall six feet high, ascending and descending stair steps, dragging a dummy a pre-determined distance, and completing a pre-determined number of sit-ups and push-ups.

4.1.5(d) This circuit shall be completed within a pre-determined time limit. The exact requirements of the physical agility/physical fitness test will be determined and disclosed to the applicant prior to the administration of the test.

4.1.5(e) A trigger pull test consisting of pulling the trigger of a standard Springfield Police issue pistol a pre-determined number of times within the required time period.

4.1.5(f) A vehicle push that consists of safely moving a standard sized patrol car fifty feet, using physical force, within a pre-determined time limit.

This test may change as necessary to reflect current standards.

4.1.6 Written exams:

4.1.6(a) Multiple choice reading comprehension/writing skills test (scored by percentage).

4.1.6(b) General police officer aptitude test (scored by percentage).

4.1.6(c) Comprehensive observation skills and report writing
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4.1.7 Oral Interview Board:

4.1.7(a) Advancement to this phase of the testing process is based upon satisfactory completion of the physical agility/physical fitness, multiple choice reading comprehension/writing skills and general police officer aptitude tests. The comprehensive observation skills and report writing test is conducted at the time of the oral interview. The oral interview shall be conducted using valid, nondiscriminatory procedures.

4.1.7(b) The oral interview board members will be coordinated by the Resource Management Unit and Chief of Police with the approval of the Director of Human Resources. The board shall consist of one sergeant, two officers and a representative from the Human Resources Department. Whenever possible, board members who are representative of race, sex and ethnic groups within the community should be included in this process.

4.1.8 Background Investigation: (32.2.1) (32.2.2)

A complete, thorough and confidential background investigation will be conducted upon every candidate who has passed all written, physical agility and oral tests. The investigation shall include the candidate's education, character, reputation, financial arrearage, driving record, criminal record, finger print record, military record, employment record, residency, qualifications, personal references, and other pertinent information. The investigation shall include verification of qualifying credentials. Background investigations shall be conducted only by officers who have been specially trained to conduct such investigations. These officers shall report to the Resource Management Unit Supervisor while assigned to conduct background investigations.

4.1.8(a) Prior to the commencement of the background investigation, each candidate will be required to complete and sign the following documents:

- Springfield Police Background Information Questionnaire Packet
- Three (3) Authorization for Release of Human Resources Information forms (notarized).
- Waiver and Release of All Claims and Waiver of Right to Inspect Background
Investigation form (notarized).

- U.S. Military Standard Form 180 "SF-180" (if the applicant currently serves or has served military duty).

- A minimum of three, 10-print fingerprint cards (one each for local, state and federal requirements), plus one card for each state in which the applicant has resided since age 17 (signature notarized).

4.1.8(b) A fingerprint card must be sent to the Missouri State Highway Patrol and the Federal Bureau of Investigation for the purpose of verifying the candidate's identity and to check for a criminal history.

4.1.8(c) A finger print card must be submitted to every state where the candidate has resided, for the purpose of verifying the candidate's identity and to check for a criminal history.

4.1.8(d) Failure of the candidate to complete and sign all required documents listed in 4.1.8 will eliminate that candidate from further consideration of employment.

4.1.8(e) If the questionnaire packet is returned incomplete or verification of required information cannot be made, or if it is not returned to the Resource Management Unit by the date specified, the candidate will automatically be disqualified.

- The candidate is required to provide the following:

- Birth certificate with a raised state seal.

- Sealed high school and/or college transcripts sent directly to the Springfield Police Department from the school, college or university.

- A photocopy of a valid driver's license or other state issued form of photo identification.

- A photocopy of a marriage certificate (if applicable).

- A photocopy of a dissolution of marriage certificate (if applicable).

- A photocopy of the military DD-214, long
• A photocopy of a high school diploma or G.E.D.
• The Springfield Police Background Information Questionnaire form completed accurately and in its entirety.
• Other information that may be needed to verify claims of skills, training, or eligibility for employment with the City of Springfield.
• Background investigators should refer to their experience and training, and the Resource Management Unit's "Police Officer Background Investigation Manual" when conducting background investigations. Whenever possible, background investigators will conduct neighborhood checks, employment checks, applicant interviews, etc., in person.
• All information or material received or developed as a part of the background investigation shall be treated as confidential, and shall be referred to as the Springfield Police Background Investigation Packet.

After the hiring process is complete, the Resource Management Unit supervisor shall turn over all background investigation packets to the Chief's office. Except as specifically noted in this section, no person shall have access to the information contained in this packet at any time without written permission from the Chief of Police. If a release of information is authorized the release shall be made in the form of a photocopy of the desired information. The original Springfield Police Background Investigation Packet shall remain in the custody of the Chief's office at all times, except in rare circumstances (e.g., subpoenaed for court). All information or material received shall be kept secure during
and after the investigation.

- If the candidate is hired by the City of Springfield, his/her respective Background Investigation Packet shall be stored in a locked cabinet in the Chief’s Office, separate from all other files. This file must be retained for five years after the employee has separated with the City. If the candidate is not hired, the Background Investigation Packet shall be stored in the same manner as above, but shall be destroyed five years from the date the investigation commenced. This allows for future reference concerning unsuccessful applicants who apply again at a later date. In case of litigation, background investigation packets shall be retained for at least three years after adjudication. (References: RSMo 610.021; 109.200; "Missouri Municipal Records Manual", published by the Secretary of State.) (32.1.60) (32.2.3)

- **Persons who may possess or access a Background Investigation Packet:**
  - The executive secretary to the Chief of Police.
  - A background investigation officer (but only those files pertaining directly to the candidate the officer is investigating, and then only while the investigation is active).
  - The Resource Management Unit supervisor (or designee).
  - The SPD Polygraph Technician (but then only for the purpose of preparing questions for the respective candidate’s polygraph examination).
  - The Training Unit Director.
  - The Support Services Division commander (or designee).
  - The Chief of Police (or designee).
  - The City of Springfield Director of Human Resources (or designee).
4.1.9 Candidate Review and Selection:
All individual background investigation packets and test results shall be reviewed by, at minimum, the Resource Management Unit supervisor, the Support Services Division commander, the Chief of Police and the Director of the Human Resources Department (or their designees) for the purpose of selecting the most qualified candidates.

4.1.9(a) If a candidate is judged to be qualified to hold the position of police officer and an open position exists, a "Conditional Offer of Employment" will be made. Such an offer will be made in writing, and signed by the Chief of Police, Director of Human Resources and the prospective candidate. If the candidate fails to sign the Conditional Offer of Employment, the candidate shall no longer be eligible for employment.

4.2 Post-Job Offer:
The candidate must satisfactorily complete all of the following steps of the hiring process to gain employment as a police officer with the City of Springfield.

4.2.1 A polygraph examination shall be conducted by a certified polygraph technician trained to conduct such examinations and approved by the City of Springfield to administer the examination. (32.2.5)

4.2.2 Drug screening (urinalysis) shall be conducted at a medical facility approved by the City of Springfield to conduct such tests.

4.2.3 A written psychological exam based upon accepted professional standards.

4.2.4 A psychological evaluation conducted by a licensed psychologist or psychiatrist, based on procedures established for law enforcement officers. (32.2.8)

4.2.5 A medical examination shall be conducted by a licensed physician approved by the City of Springfield to perform such examinations. The examinations shall use valid, non-discriminatory procedures to determine physical and medical fitness of the candidate for the position of police officer. This testing shall include hearing and vision tests. All medical, hearing, and vision testing pursuant to the police officer selection process conducted by the City of Springfield, shall be at no cost to the applicant. (32.2.7) (22.3.1)

4.2.6 A final review and follow-up investigation. A final review may be conducted of each candidate concerning all information received during the hiring process up to this point. Additional information or investigation may be requested. This review shall be made by, at minimum, the Resource Management Supervisor, the Support
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Services Division commander, the Chief of Police and the Director of the Human Resources Department (or their designees).

5 ADMINISTRATION
5.1 All elements of the selection process will be administered, scored, evaluated and interpreted in a uniform manner. (32.1.3)
5.1.1 The written general police officer aptitude test and reading comprehension/writing skills tests shall be scored by percentage.
5.1.2 The comprehensive observation skills and report writing tests shall be scored on a pass/fail basis.
5.1.3 The written psychological test and psychological evaluation shall be scored on a pass/fail basis. All psychological reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records. (32.1.6) (32.2.8) (32.2.9)
5.1.4 The physical agility/physical fitness test shall be scored on a pass/fail basis.
5.1.5 Polygraph examinations shall be administered to all applicants still under active consideration for employment as Police Officers. The results, however, shall not be used as the single determinant of employment status. The results shall be used, together with other information, to support hiring decisions. (32.2.6)
5.1.6 The drug screening shall be considered on a pass/fail basis.
5.1.7 All medical tests shall be considered on a pass/fail basis. All medical reports are confidential. They will be maintained and stored in a locked file cabinet in the Human Resources Department. They shall be kept separate from the candidate's other personnel records. (32.1.6) (32.2.7) (32.2.9)
5.1.8 Oral interviews shall be based on percentage scoring.
5.2 Material generated and used during the selection process shall be stored in a secure area in the Resource Management Unit or the Human Resources Department. All related material disposed of shall be shredded to prevent disclosure of information. (32.1.7)
5.3 The Chief of Police, Director of Human Resources, Resource Management supervisor or their designees, shall evaluate the selection process annually and make any necessary revisions or deletions.
5.4 The Human Resources Department shall advise applicants of their success or failure in completing the physical agility and written tests within one week from the date the tests were administered. This notification may be made orally. After oral interviews are completed, the Human Resources Department will notify unsuccessful candidates, in writing and within 30 days, at any stage in the
Selection Process for Recruit Police Officers

Candidates who fail any portion of the selection process are disqualified. The candidate may re-test during the next regularly scheduled selection process, except as noted below. If the applicant fails the selection process a second time, they must wait a period of one year before re-applying for the position of police officer. Any candidate who fails the testing/selection process a third time is permanently disqualified. (32.1.4)

Candidates who successfully complete all phases of the hiring process and are selected for the position of recruit police officer shall serve a period of probationary status for a minimum of six months. With the approval of the Director of Human Resources, the Chief of Police may extend the probationary period, but for no more than an additional six months. (32.2.10)
Selection for Specialized Assignment

I Policy

The Springfield Police Department selects personnel for specialized assignment based upon the characteristics essential to that specific duty post. It is the policy of the Department to select fully qualified personnel who volunteer for a post before selecting personnel who are not volunteers.

II Definitions

Specialized Assignment: An assignment often characterized by increased levels of responsibility and specialized training, but within a given position classification; a specialized assignment may involve higher pay or additional benefits.

Temporary Duty: A temporary assignment made to the overall benefit of the division or department. Temporary assignments are not subject to other procedures in this policy and shall not exceed six months without approval of the Chief of Police.
III Procedure

1 SPECIALIZED DUTY POSTS:
The Police Department announces job openings in specialized duty posts and selects personnel for those openings utilizing a selection process.

2 SPECIALIZED ASSIGNMENT JOB DESCRIPTION ON FILE:
Each specialized assignment announcement shall include a description of job duties and any necessary training, knowledge, skills, qualifications, abilities, or certifications necessary for performance.

3 SPECIALIZED ASSIGNMENT VACANCY AND POSTING
3.1 When a vacancy is anticipated or occurs, the Division Commander shall cause a job opening posting as described in Section 2 to be published and disseminated throughout the department. Such posting shall be displayed for a minimum of 10 days unless unusual circumstances exist requiring action more quickly. (16.2.1)
3.1.1 Such announcement shall also provide a description of the process to be used to select a candidate(s). (16.2.2)

4 RECORDS
Division commanders shall retain selection records for duty assignments for a minimum of 1 year following selection. Release of information shall be at the direction of the Chief of Police.

5 SPECIALIZED ASSIGNMENT LISTS
Each specialized assignment shall be reviewed and revised by the Command staff on an annual basis prior to March 1. (16.2.3)
5.1 The review shall include evaluation of the reason for creating each specialized assignment and determination if that need still exists or not. (16.2.1)
5.2 Review of the statement of purpose for each position and evaluation of the initial problem or condition that created the implementation of the specialized assignment. Revision, if needed.
5.3 Addition or deletions to the list. Each addition to be accompanied with a statement of need and purpose.

6 DURATION OF ASSIGNMENT:
It is reasonable for an officer to expect transfer out of a particular duty assignment prior to the conclusion of his/her career. No employee shall retain permanent title or expectation of permanency to any assignment for any predetermined, specified period.
TEMPORARY DUTY ASSIGNMENT

7.1 Temporary assignments may be made when it is beneficial for the goals of the department or division. Temporary assignments may be made, but not limited to the following situations:

7.1.1 When unanticipated resource needs develop causing a time critical situation.

7.1.2 When normal assignment resources have been restricted for varying reasons and varying times.

7.1.3 When a supervisor requests a temporary assignment be considered for career development (ie. temporary assignment to a specific unit)

7.1.4 When an employee has a performance deficiency and temporary exposure to another aspect of policing will benefit the employee and the department

7.1.5 When eligibility lists do not exist, or have expired

7.1.6 When specialized skills are found in a very limited number of officers

7.1.7 When limited funding exists to train employees

7.1.8 When time constraints for training demands immediate placement

7.1.9 When department needs require the immediate assignment of personnel until policy guidelines can be met.

SPECIALIZED ASSIGNMENTS INVOLVING CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES

Some specialized duty assignments may be in a unit(s) that provides law enforcement services under a contract agreement (example: SMSU Substation).

8.1 Participation in a contracted law enforcement service arrangement will not penalize the participating employees nor in any way threaten their employment rights, promotional opportunities, training opportunities, or fringe benefits. (3.1.2)

SPECIALIZED DUTY POSTS

9.1 Accreditation Manager

9.2 Community Policing Officer

9.3 Crime Prevention Officer

9.4 Criminal Investigator

9.5 Criminal Investigations Supervisor

9.6 D.A.R.E. Officer

9.7 Inspections and Internal Affairs Investigator

9.8 Inspections and Internal Affairs Supervisor

9.9 Media Relations Officer

9.10 Motorcycle Officer

9.11 Narcotics Unit Supervisor

9.12 Narcotics Investigator
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9.13 Police Area Representative
9.14 Community Oriented Policing (COP) Investigator
9.15 Polygraph Examiner
9.16 Range Officer
9.17 Resource Management Officer
9.18 Special Response Team Officer
9.19 Special Response Team Supervisor
9.20 Traffic Officer
9.21 DWI Officer
9.22 Training Unit Supervisor
9.23 Training Officer
9.24 Traffic Supervisor
9.25 Special Investigations Supervisor
9.26 Special Investigations Officer

10 SPECIALIZED ASSIGNMENT QUALIFICATIONS (16.2.3)
Basic qualifications for each specialized duty post are as follows. Additional requirements may become necessary and will be added to the specialized assignment posting:

10.1 Accreditation Manager
Purpose: To manage policy development process and monitor compliance with CALEA accreditation standards, coordinate department efforts to remain in compliance.
10.1.1 Sergeant or above
10.1.2 Satisfactory annual evaluation

10.2 Community Policing Officer
Purpose: To work with the community to identify problems, develop solutions, and marshal government and community resources to implement those solutions, and to provide police services of a community-based nature to a specific geographic area.
10.2.1 Rank of Police Officer
10.2.2 Non-probationary status
10.2.3 Satisfactory rating on the most recent performance appraisal
10.2.4 Excellent communication skills
10.2.5 Demonstrated desire and ability to solve community problems

10.3 Crime Prevention Officer
Purpose: To implement effective crime prevention and traffic safety education strategies, coordinate with neighborhood watch groups and other community groups, conduct security surveys.
10.3.1 POST Certified Police Officer with at least 2 years SPD experience

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1 Section and sub-sections revised per Policy Change Order 99-002, 1-21-99.
Selection for Specialized Assignment

10.3.2 Satisfactory annual evaluation
10.3.3 Ability to communicate effectively in public presentations.

10.4 Criminal Investigator
Purpose: To conduct follow-up criminal investigations, conduct surveillance, reactive and proactive investigative strategies to apprehend criminal suspects, collect intelligence on criminal groups, conduct interviews, and develop quality criminal case investigation reports, assist with criminal prosecutions.
10.4.1 Police Officer with at least 2 years SPD experience
10.4.2 Police Corporal or graduate of MCI School
10.4.3 Satisfactory annual evaluation

10.5 Criminal Investigations Supervisor
Purpose: Monitor and evaluate investigator performance, coordinate investigative resources on major investigations, review and monitor individual criminal case investigation quality, assign cases and direct scarce investigative resources effectively, respond to investigative service complaints.
10.5.1 Police Sergeant
10.5.2 Investigative experience preferred
10.5.3 Satisfactory annual evaluation

10.6 D.A.R.E. Officer
Purpose: To provide elementary students with a positive role model, values, and decision making skills necessary to resist use of narcotics, alcohol, and other addictive substances.
10.6.1 Police Officer with at least 2 years SPD experience
10.6.2 Previous drug investigation experience preferred
10.6.3 Satisfactory annual evaluation

10.7 Inspections and Internal Affairs Investigator
Purpose: To receive complaints concerning police service and conduct, conduct follow-up administrative investigations, develop complete case report on disciplinary issues, testify in administrative or criminal hearings.
10.7.1 Police Corporal
10.7.2 Satisfactory annual evaluation

10.8 Inspections and Internal Affairs Supervisor
Purpose: Coordinates disciplinary investigation system and professional licensing program, monitors and evaluates complaints, pursuits, and use of force. Directs disciplinary investigations into officer misconduct.
10.8.1 Police Sergeant
10.8.2 Previous investigative supervision experience preferred
10.8.3 Satisfactory annual evaluation

10.9 Media Relations Officer

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2 Section revised, 6-22-98.
Purpose: Coordinates media relations for the Police Department, coordinates news releases and news conferences, provides information release at crime scenes and major incidents, coordinates development of public service announcements, conducts news media relations training for personnel.

10.9.1 Police Officer with at least 2 years SPD experience
10.9.2 Satisfactory annual evaluation

10.10 Motorcycle Officer
Purpose: Provides enforcement, escort, and other traffic services to public utilizing police motorcycle.
10.10.1 Police Officer
10.10.2 Able to successfully complete Police Motorcycle Operator's Training Course
10.10.3 Able to acquire Department of Revenue Motorcycle qualification
10.10.4 Satisfactory annual evaluation

10.11 Narcotics Unit Supervisor
Purpose: Provide liaison with local, state and federal drug investigation forces, assign narcotics cases to investigators, coordinate investigative response to narcotics, organized crime, vice complaints, coordinate centralized informant management program and records, plans high risk investigative operations such as decoy, undercover buys and surveillance.
10.11.1 Police Sergeant
10.11.2 Previous drug investigation experience preferred
10.11.3 Satisfactory annual evaluation

10.12 Police Area Representative
Purpose: Coordinates the community oriented policing resources, and provides specific police services of a community based nature, within a city quadrant.
10.12.1 Police Officer
10.12.2 Prior investigative experience preferred
10.12.3 Satisfactory annual evaluation

10.13 Community Oriented Policing (COP) Investigator
Purpose: Provides police follow-up investigation services to a designated city quadrant, and assists with coordination of community oriented policing resources within the quadrant.
10.13.1 Police Corporal
10.13.2 Prior investigative experience preferred
10.13.3 Satisfactory annual evaluation

10.14 Polygraph Examiner
Purpose: Conducts objective, valid polygraph examinations to suspects and City employees, uses results to secure lawful confessions admissible in a court of law, performs other investigative duties as required.
10.14.1 Police Corporal
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10.14.2 At least three years' prior investigative experience
10.14.3 Must be able to graduate from an accredited Polygraph Examination Course approved by the Police Department
10.14.4 Satisfactory annual evaluation

10.15 Range Officer
Purpose: Coordinates entire police range training program, purchases equipment, ammunition and supplies, writes lesson plans, conducts range training, maintain range facilities. Monitors, evaluates and directs other firearms instructors during training presentations.
10.15.1 Police Officer
10.15.2 Able to be certified by DPS as a Firearms Instructor at time of appointment
10.15.3 POST certified Specialist Instructor in Firearms, or a Generalist Instructor at the time of appointment
10.15.4 At least 3 years prior law enforcement experience
10.15.5 Satisfactory annual evaluation

10.16 Special Response Team Officer
Purpose: Specializes in high risk warrant service, barricade, and hostage rescue operations. May perform other routine policing duties as required.
10.16.1 Police Officer
10.16.2 Satisfactory annual evaluation

10.17 Special Response Team Supervisor
Purpose: Provides supervisory/operational oversight, and coordination of activities, for those officers tasked with serving high/unknown risk warrants, and resolving barricaded suspect/hostage-taking incidents. Also supervises and coordinates other routine police duties as required.
10.17.1 Police Sergeant or Acting Police Sergeant (Corporal or Officer) with a minimum of two years SPD experience.
10.17.2 Satisfactory annual evaluation.

10.18 Traffic Officer
Purpose: Provides diverse traffic enforcement, parking enforcement, training and education activities as needed. Conducts routine and major accident investigation services. Provides parade and dignitary escort, traffic control at special events. Other police related duties as required.
10.18.1 Police Officer with at least 2 years SPD experience
10.18.2 Satisfactory annual evaluation

10.19 DWI Officer
Purpose: Pro-actively enforce DWI laws. Participates in impaired driver prevention programs. Works with Municipal and State prosecutors to produce effective DWI cases. Attends DWI training. Works as part of a

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3 Position added per Policy Change Order 99-029, 8/18/99.
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DWI enforcement TEAM dedicated to reducing the number of impaired drivers. Other police duties as required.
10.19.1 Police officer with at least 2 years in patrol.
10.19.3 Satisfactory annual evaluation.
10.20 Training Unit Supervisor

Purpose: Supervises all Police Department academy and continuing education programs in compliance with DPS-POST regulations and CALEA standards, monitors employee training records, conducts instruction, reviews and approves lesson plans, evaluates instructor performance, purchases supplies and equipment, evaluates student performance, schedules training programs.

10.20.1 Police Sergeant
10.20.2 POST Certified Generalist Instructor
10.20.3 Satisfactory annual evaluation
10.20.4 No sustained complaints for 3 years
10.20.5 At least 5 years law enforcement instructor experience.
10.20.6 Bachelor's degree

10.21 Training Officer

Purpose: Coordinates academy or continuing education services to Police Department employees in compliance with DPS-POST and CALEA standards, provides instruction, develops lesson plans, evaluates student performance. Performs other training related duties as required.

10.21.1 Police Officer
10.21.2 POST Certified Instructor or able to qualify for same
10.21.3 Satisfactory annual evaluation
10.21.4 At least 3 years law enforcement experience.

10.22 Traffic Supervisor

Purpose: Monitors and evaluates traffic accident data and coordinates effective Police Department response, schedules personnel, develops traffic operations plans for special events, reviews traffic records and reports, monitors and evaluates traffic officer performance.

10.22.1 Police Sergeant
10.22.2 Prior Traffic Section experience preferred
10.22.3 Satisfactory annual evaluation
10.22.4 Specialized traffic related training preferred.

10.23 Special Investigations Officer

Purpose: Conducts gang and street violent crime investigations, police tactics and enforcement. Routinely proactive and will work a wide range of crime categories in this assignment.

10.23.1 Police officer with at least 2 years SPD experience
10.23.2 Satisfactory annual evaluation

10.24 Special Investigations Supervisor

Purpose: Monitors and evaluates investigator performance coordinates investigative resources on numerous street level investigations. Monitors

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4 Section revised 8-19-98.
criminal case assignment and directs officers in various proactive investigations. Prepares reports of statistical activity, trends, and developing criminal activity.

10.24.1 Police Sergeant
10.24.2 Satisfactory evaluation
10.24.3 Prior investigative experience preferred

10.25 Narcotics Investigator
Purpose: Investigates narcotics offenses, organized crime and vice crimes routinely while acting in an undercover capacity. Interaction with multiple task forces and sophisticated prosecution strategies. Use of highly technical equipment and exposure to high risk operations.

10.25.1 Police officer with 2 years SPD experience preferred
10.25.2 Satisfactory annual evaluation.

10.26 Resource Management Officer
Purpose: Coordinates policy development, policy system maintenance, and assists with accreditation management, conducts/coordinates pre-employment and other background investigations as well as recruiting and hiring processes.

10.26.1 Police Officer or Police Corporal
10.26.2 At least 2 years SPD experience
10.26.3 Satisfactory evaluation for last 2 years

11 SELECTION FOR SPECIALIZED ASSIGNMENT (16.2.3)
11.1 All selection processes shall include:
11.1.1 Documentation review for compliance with basic qualifications
11.1.2 Formal or informal interview process
11.1.3 Other processes as prescribed in the posting.
Employee Fitness For Duty Program

I  Policy

The Springfield Police Department expects all members to be physically and mentally able to perform the duties of their positions. If it appears a member of the department is unable to perform those duties due to physical or mental reasons, the Chief of Police may order an employee to be examined by a physician or psychiatrist to determine the employee's ability to perform those duties to ensure safe and efficient conduct of department business and the well being of the employee.

II  Procedure

1  All employees shall maintain a level of general physical fitness commensurate with their job classification and responsibilities.

2  Sworn officers will participate in an annual fitness assessment, which compares their physical fitness to population norms. The purpose of this assessment is to provide information and individual consultation to the employee in order to assist him or her in maintaining or improving his or her level of fitness.
When the Chief of Police has reasonable cause to believe an employee is unable to perform duties of his or her position due to physical or mental reasons, the Chief may order said employee to submit to an examination by a physician or a psychiatrist, at no cost to the applicant.

3.1 It shall be the duty of any supervisor who has reasons to believe an employee is unable to perform the duties of his or her position to make a written report to the Chief of Police, describing the performance problems and facts which support the supervisor's belief the problems are caused by physical or mental reasons.

3.2 The examining doctor and date and time of the examination will be determined by the Chief of Police and the Director of Human Resources.

3.3 The employee shall report for examination at the date and time scheduled by the department, and shall cooperate fully with the examination.

3.4 The employee shall sign a release authorizing the examining doctor to release examination results to the Chief of Police.

3.5 The cost of examination as well as employee time for examination shall be paid by the City.

4 Failure by the employee to cooperate in this process, or to follow the procedure herein, shall be cause for disciplinary or corrective action.

5 VOLUNTARY HEALTH SCREENINGS: CITY HEALTH INSURANCE PLAN

5.1 Annual medical examinations are recommended but not required for all Police Department employees. Costs for such examinations may be reimbursable under the City of Springfield Healthcare Plan. (22.3.1)

5.2 Annual health screenings are available free of charge to all City of Springfield Healthcare Plan insures.
Physical Fitness Assessment Program

I Policy

The Department Physical Fitness Assessment Program is a multi-purpose instrument designed to provide the following benefits to the department and individual sworn employees:

1. Provide raw scores in performance events to determine if minimum physical fitness standards are met for in-service officers, with respect to essential functions of the job of police officer.¹
2. Provide standard fitness criteria for academy participation and compliance with fitness requirements.
3. Provide a Health/Wellness evaluation for the employee and a basis for any necessary recommendations or counseling.
4. Provide data for the Physical Fitness Coordinator to track and evaluate individual and group fitness norms within the department.

II Procedure

1. The Department Physical Fitness Assessment will be administered by a certified Physical Fitness Coordinator (I.A.R., A.C.S.M. or other provider).

¹ Revised 3-19-98.
Prior to any physical activity, standard pre-screening information will be obtained and evaluated for any health risk factors by the Physical Fitness Coordinator. This will include:

- Age
- Sex
- Height
- Weight
- Resting Heart Rate
- Resting Blood Pressure
- Body Composition
- Existing Medical Conditions*
- Tobacco Usage

*Medical conditions that could be detrimental or jeopardize the employee during the performance of the physical activity phase.

Upon receiving clearance from the Physical Fitness Coordinator, the employee will proceed with the performance phase of the physical fitness assessment.

All sworn personnel will be assessed in the following areas of physical fitness:

- Push-ups - Measures upper body muscular endurance and strength.
- Sit-ups - Measures muscular endurance of the abdominal muscle groups (1 minute).
- Sit and Reach - Trunk flexion test that measures lower back and hip flexibility (not scored).
- 300 meter run - Measures anaerobic power.
- 1.5 Mile Run - Measures cardio-respiratory fitness and leg strength.
- Vertical jump - Measures power, speed and strength.
- Maximum bench press - Measures muscular strength.

All sworn personnel hired after 1-1-97, will be required to maintain the Academy Exit Fitness Test minimums as outlined in Section 6.

Officers with existing medical conditions may be waived from specific or all exercises associated with this test.

Officers who are ill or have an injury that would prevent them from completing the assessment, may be rescheduled to test at a later date.

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2 Section added 6-10-98.
3 Section 2.9, referring to the 3 minute step test was deleted, 3-18-98.
4 Section 3.1 revised, 3-18-98.
5 Section 3.1.2 revised, 3-18-98.
6 Section 3.1.3 revised, 3-18-98.
7 Section 3.1.4, body composition replaced by 300 meter run, 3-18-98.
8 Section 3.1.6 added, 3-18-98.
9 Section 3.1.7 added, 3-18-98.
10 Section 4 and subsections revised, 6-18-98.
4.3 Officers who fail to attain passing scores will be retested as scheduled by the Physical Fitness Coordinator for a limited number of attempts. The Condition of Employment document, as agreed to by these personnel, will remain in full force.\textsuperscript{11}

5 All sworn personnel hired prior to 1-1-97 are encouraged to maintain the minimum standards as listed in Section 6.
5.1 Officers with existing medical conditions may be waived from specific or all exercises associated with this test.
5.2 Officers who are ill or have an injury that would prevent them from completing the assessment may be rescheduled to test at a later date.
5.3 Officers who fail to attain passing scores will be retested as scheduled by the Physical Fitness Coordinator until the deficiency is corrected.

6 Academy students are required to pass the Academy Exit Fitness Test by the end of the academy. They must meet the minimum score in the following exercises:\textsuperscript{12}
6.1 Run - 1.5 mile run in 14:04 minutes or less\textsuperscript{13}
6.2 Push-ups - Minimum 31\textsuperscript{14}
6.3 Sit-ups - Minimum 42 (in 1 minute)\textsuperscript{15}
6.4 300 meter run in 63 seconds or less\textsuperscript{16}
6.5 Vertical jump - 16 inches\textsuperscript{17}
6.6 Bench Press - 1 lift 64\% of body weight\textsuperscript{18}

Note: The above listed exercises and minimum scores are predictive of the ability of the student to perform specific essential job functions. In the event that an academy student is unable to attain a passing score on any component of the test, he/she will be required to demonstrate the ability to perform the underlying job function under simulated work conditions.\textsuperscript{19}

7 During academy training, a full physical fitness assessment will be administered to the student at the beginning and end, which will include the above physical fitness test. Two interim event specific fitness tests will also be given for evaluation purposes.

\textsuperscript{11} Section revised, 2-1-99.
\textsuperscript{12} Section 6 revised, 3-18-98.
\textsuperscript{13} Section 6.1 revised, 3-18-98.
\textsuperscript{14} Section 6.2 revised, 3-18-98.
\textsuperscript{15} Section 6.3 revised, 3-18-98.
\textsuperscript{16} Section 6.4, pull-ups replaced with 300 meter run, 3-18-98.
\textsuperscript{17} Section 6.5 added, 3-18-98.
\textsuperscript{18} Section 6.6 added, 3-18-98.
\textsuperscript{19} Section added, 2-1-99.
The department physical fitness/wellness assessment form will be used to record the results of each individual's assessment, both in-service and academy.

Upon completion, the employee and Physical Fitness Coordinator will each sign the form indicating knowledge of the results. The employee will receive a copy of the form and the original will be filed in a locked confidential storage unit in the Physical Fitness Coordinator's office.

In order for a recruit officer to earn the FIT-FOR-DUTY status, the recruit will be required to attain a total of 160 points in the following areas:

10.1 Pull-ups
   10.1.1 A minimum of 3 must be performed.
   10.1.2 No time limit.

10.2 Sit-ups
   10.2.1 A minimum of 60 must be performed.
   10.2.2 Must be completed in 2 minutes.

10.3 Push-ups
   10.3.1 A minimum of 31 must be completed.
   10.3.2 No time limit

10.4 1.5 mile run
   10.4.1 Must be completed in under 12:00 minutes.

A passing score on the Academy Exit Fitness Test is a demonstration that a candidate for promotion is able to perform the essential physical functions of the job of a law enforcement officer. A passing score will be considered as a factor in evaluating fitness for promotion.
Springfield Police Department

Standard Operating Guideline

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Accreditation Index: 16.1.2, 16.5.1, 45.2.4, (4th)  
Rescinds

Part: Personnel  
Chapter: Personnel Administration

Chief of Police:

**Allocation and Distribution of Personnel**

I Policy

The purpose of this policy is to establish a process for measuring workloads to ensure the effective and efficient use of resources.

II Procedure

1 ANNUALLY (16.1.2)
   1.1 Workload assessments will be conducted annually prior to budget preparation.

2 RESPONSIBILITY
   2.1 Research and Development will be responsible for collecting workload data from available sources. Sources include but are not limited to:
      2.1.1 Communications Automated Dispatch;
      2.1.2 City Finance Department;
      2.1.3 City Planning and Development;
      2.1.4 Department Divisional Components.
3 OPERATIONS DIVISION

3.1 The deployment of patrol personnel will accommodate the pursuit of incident-driven resources and problem-oriented policing.

3.1.1 Incident-driven workload measures may include but are not limited to:

3.1.1(a) Number of calls;
3.1.1(b) Number of officers;
3.1.1(c) Time of day;
3.1.1(d) Time on calls;
3.1.1(e) Unobligated time;
3.1.1(f) Day of week;
3.1.1(g) Geographic area;
3.1.1(h) Shift relief factor;
3.1.1(i) Number of officers responding;
3.1.1(j) Shift structure;
3.1.1(k) Available hours;

3.1.2 Problem-oriented policing workloads may include but are not limited to:

3.1.2(a) Geographic area;
3.1.2(b) Days, times - usually evenings;
3.1.2(c) Availability of citizens to work with police;
3.1.2(d) Beat integrity.

4 INVESTIGATIONS DIVISION

4.1 The workload of investigators is determined in part by the extent to which the patrol officer participates in the preliminary and continuing investigation, citizen expectations, seriousness of the crime and the rate crime analysts, evidence technicians, records clerks and others contribute.

4.2 "In most medium to large police organizations in the U.S. roughly 10 to 20 percent of sworn personnel are assigned to the criminal investigations section." *

4.3 Workload measures may include but are not limited to:

4.3.1 Average time spent on cases, by type.
4.3.2 Available investigator time.

5 SERVICES DIVISION

5.1 A number of maintenance and service tasks are performed by the services division -- records, property control, technical, training, resource management, and crime prevention/D.A.R.E. The separate units require the need to assess workloads differently.

5.2 Workload measures may include but are not limited to the following:
5.2.1 Reports written vs. calls received;
5.2.2 Time available;
5.2.3 Activity times;
5.2.4 Calls handled.

6 ADMINISTRATIVE DIVISION
6.1 The composition of smaller units within the administration division require each unit develop workload measurements consistent with functions performed.
6.2 Workload measures may include but are not limited to:
6.2.1 Reports or cases processed;
6.2.2 Documents prepared;
6.2.3 Products produced.

7 Positions not requiring the specific skills and authority of sworn officers will be designated as civilian and staffed as workloads demand, programs change or services are revised. (16.5.1)

8 CITIZENS SURVEY (45.2.4)
8.1 An annual citizens survey will assist in measuring citizen perceptions of available resources and quality of services provided to include:
8.1.1 overall agency performance;
8.1.2 overall competence of agency employees;
8.1.3 officers' attitudes and behavior toward citizens;
8.1.4 concern over safety and security within the agency's service area as a whole; and
8.1.5 recommendations and suggestions for improvements.

9 Workload analysis may combine manual and electronic processes based in existing and future technology.
Military Leave

I Policy

The Springfield Police Department hereby establishes the following procedures for uniform accounting of military leave.

II Procedure

1 ENTITLEMENT
   1.1 Authorized Leave - City Time
       1.1.1 Each employee who is in the National Guard or Military Reserve is entitled to a maximum of 15 calendar days of military leave in each calendar year.
       1.1.2 Application of military leave will be authorized when employee is ordered to active duty for training, inactive duty for training or when ordered to active duty in times of emergency. All orders must be issued by appropriate military authority.
   1.2 Leave Not Authorized - City Time. All military leave exceeding 15 calendar days within a calendar year will be:
       1.2.1 Without pay
1.2.2 Charged against earned leave time
   Regular leave days (AWL)
   Holidays
   Vacation
   Compensatory time

1.3 Employee Salary - The leave (maximum of 15 days) will be granted without loss of pay, but will not entitle the employee to be paid more by the City than the amount that he would normally be entitled to if he were working his normal schedule.

2 ACCOUNTING PROCEDURE

2.1 Total Days - Both the applicable Missouri statute and Merit Rule 21.5 use the term 'calendar days,' rather than 'working days'; therefore, the calculation of military leave for an employee will include all the days from the time of the employee's departure until the time of his return, regardless of whether the employee was scheduled to work on all interim days or not. For example: If a reservist is scheduled for summer camp from 08.00 hours August 10 through 17.00 hours August 23 (including travel days), there will be 14 days of military leave charged, regardless of how many AWL days fell within that 14 calendar-day period.

   2.1.1 Compensatory time will not be granted at a later date for AWL days or other off-duty time which would normally fall within the military leave period.

   2.1.2 The statute and merit rule are not grants of additional pay. An employee whose involvement in the military does not require him to utilize the full 15 days he is entitled to by law cannot expect additional compensation from the City beyond what he was paid for the days which he did utilize.

2.2 Procedure Not Retroactive - These accounting procedures are not retroactive from the effective date of this SOG.

3 REQUESTING MILITARY LEAVE

3.1 Filling of Orders - A copy of the employee's military orders must be filed with the employee's police department supervisor at least:

   3.1.1 Ten days prior to a weekend training session or as soon as orders are received.¹

   3.1.2 Thirty days prior to the two-week camp or as soon as orders are received.²

¹ Section revised per Policy Change Order 99-008, 1-22-99.
² Section revised per Policy Change Order 99-008, 1-22-99.
3.1.3 If the employee requests military leave credit, he must file his orders as required in 3.1.1 or 3.1.2.

3.1.4 Exemptions to the minimum notice requirement will be allowed when non-scheduled military duty is required (alert or state or emergency).

3.2 Failure to File - Failure to file orders on a timely basis prevents police department commanders from planning deployment of manpower and may result in disciplinary action.

4 MILITARY CERTIFICATION

4.1 Use of Form - A form has been prepared for use of the employee to obtain the signature of his military commanding officer to verify that military service was performed in accordance with orders.

4.1.1 Certification shall be filed with the employee's police department supervisor on the first day of the employee's return to work.

4.1.2 The employee will then receive credit for military leave.

4.2 Form Availability - Military certification forms are available from all supervisors.

5 SCHEDULING MILITARY LEAVE

The use of long-range planning allows the department greater ability to deal with the unexpected contingencies of police work. In December of each year, we schedule leave requests for the upcoming year. Each person who is a member of a military unit will schedule their military leave requests at this time.

5.1 Leave requests will first be scheduled for time periods labeled by military authority as Active Duty for Training (normally the 2-week period of training - ADT). These will be scheduled by the longest (individual employee) leave request period first. These requests can be approved by the unit supervisor.

5.2 Leave requests labeled by military authority as Inactive Duty for Training (normally weekend drills - IDT) will only be scheduled after all ADT periods.
Promotional Process

I Policy

It is the policy of the Springfield Police Department to establish a process for promotion. The Springfield Police Department shall work with the City's Human Resources Department to ensure that a fair, professional standard is utilized for the purpose of promoting employees. The final decisions concerning promotional testing and promotional selections rests with the Director of Human Resources based upon recommendations from the Chief of Police. It is the objective of the City of Springfield and its police and Human Resources departments to provide equal promotional opportunities to all members of the police department based on a candidate's merit, including skills, knowledge and abilities. (34.1.1)

II Procedure

1 NON-SWORN PERSONNEL
   1.1 Each available position will be posted. This will allow all eligible personnel to contact Human Resources for placement on a transfer or promotion list.
   1.2 All positions will be filled in accordance with City Merit Rules.

2 SWORN PERSONNEL
   2.1 Qualification Requirements For Promotion (34.1.6)
In order to maintain a progressive and professional Department like standards must be utilized. The following minimum educational and length of service requirements shall apply for the purposes of establishing eligibility:

2.1.1 Corporal
   2.1.1(a) 62 college credit hours
   2.1.1(b) Minimum of three consecutive years of service with the Springfield Police Department as a Police Recruit and/or Police Officer, as of the promotional announcement closing date.\(^1\)

2.1.2 Sergeant
   2.1.2(a) 62 college credit hours
   2.1.2(b) Minimum of four consecutive years of service with the Springfield Police Department as a Police Recruit and/or Police Officer, as of the promotional announcement closing date. Experience as a Springfield Police Corporal may be substituted on a year for year basis for experience as a Police Recruit and/or Police Officer.\(^2\)

2.1.3 Lieutenant
   2.1.3(a) A Bachelor's degree
   2.1.3(b) Minimum two consecutive years of service immediately prior to the last day of posting with the Springfield Police Department as a Police Sergeant.\(^3\)

2.1.4 Major \(^4\)
   2.1.4(a) A Bachelor's degree
   2.1.4(b) Minimum two consecutive years of service immediately prior to the last day of posting with the Springfield Police Department as a Police Lieutenant.\(^5\)

All credit hours must have been earned from an accredited college or university. The Human Resources Department shall be responsible for ensuring that all candidates meet this requirement by checking sealed, certified transcripts from the respective post-secondary educational institution(s) attended by the candidate.

\(^1\) Section revised per Policy Change Order 99-025, 7-11-99.
\(^2\) Section revised per Policy Change Order 99-025, 7-11-99.
\(^3\) Section revised per Policy Change Order 99-025, 7-11-99.

\(^4\) Rank changed from Captain to Major, 7-1-98.
\(^5\) Section revised per Policy Change Order 99-025, 7-11-99.
For the purposes of this S.O.G. years of service as a police officer begin at the date of hire for entry into the Springfield Police Academy. Years of service at any department other than the Springfield Police Department do not apply. (34.1.3)

No employee shall be deemed eligible for a promotional examination if their last service rating was unsatisfactory.

2.2 Promotional Testing (34.1.5)
2.2.1 When a vacancy exists, the Chief of Police shall take steps to begin the promotional process as soon as practical and feasible. The Chief of Police, or his designee, shall perform appropriate liaison activities, and maintain primary responsibility for oral interviews, selection of successful applicants for promotion, and administration of probationary periods. (34.1.2)

2.2.2 Announcement of the promotional process to fill vacancies shall be made in writing at least thirty (30) days prior to the commencement of the testing process if competitive testing will be utilized to fill the position. Information to be contained in the announcement will include:

2.2.2(a) A description of the vacant position.
• duties and responsibilities;
• skills, knowledge and abilities needed;
• salary levels.

2.2.2(b) Tentative dates, times and locations of all phases of the process.

2.2.2(c) Description of eligibility requirements.
• education; and
• length of service or time in grade.

2.2.2(d) Description of the process that will be conducted.

2.2.2(e) A numerical weighting of each phase of the process.

2.2.2(f) A current bibliography of all study material needed.

2.2.3 All interested candidates who are eligible shall indicate their intent to test for the position by providing their Social Security number and signature on a register maintained for that position in the Chief's Office.

2.3 Test Procedure (34.1.4)
2.3.1 A vacancy may be filled on a competitive or non-competitive basis. The Director of Human Resources shall determine which type of test will be utilized prior to filling a vacancy, based upon a recommendation from the Chief of Police.

2.3.2 If the Director of Human Resources authorizes the Chief of Police to fill a position by promotion based on a non-competitive process, the
chief shall submit the name of the employee proposed for promotion to the Director. If the Director of Human Resources finds the employee qualified for the vacant position, the chief may appoint that employee without a testing process (Merit Rule 10.1.d).

2.3.3 Positions below the rank of Major will be based on competitive testing; however, exceptional circumstances may allow the Chief to make the selection pursuant to Merit Rule 10.1.d. When a competitive testing process is utilized it will be based upon the City Merit System rules and will consist of: (34.1.3)

2.3.3(a) A practical, validated and job related written test designed to measure the candidate's job knowledge of the position for which they have applied.

2.3.3(b) An assessment process designed to measure the candidate's dimensions, attributes, characteristics, qualities skills, knowledge and abilities relating to the position described in the job task analysis to identify each candidate's promotional potential.

2.3.3(c) A review by a committee established by the Chief of Police to assess each candidate's past performance, which may be based on personnel files, evaluations, and/or a resume. This committee shall be composed of employees above the rank of the position being tested.

2.3.3(d) May have an interview with the Chief of Police for the purpose of assessing the suitability of the candidate to serve in the rank being tested.6

2.3.4 A minimum of three assessors shall be utilized for each center. Each assessor shall be trained prior to the start of the assessment center exercises. These assessors shall be selected from Departments with rank structures and promotional processes comparable to those of the Springfield Police Department. This does not preclude personnel from the Springfield Police Department from being utilized as assessors. Each assessor shall be of at least equal rank as that of the position being tested.

2.3.5 Multiple exercises, including validated exercise simulations (for example: role play exercises, written in-basket exercises, oral review board exercises) which are designed to provide relevant, reliable and objective information shall be used to provide for the qualities listed in paragraph 2.3.3(b).

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6 Section 2.3.3(d) modified 1-19-98.
2.3.6 The dimensions to be evaluated for each position shall be announced in writing to each candidate prior to evaluation at the assessment center.

2.3.7 Assessors shall use a standardized form provided by the Department to record scores and document observations at each stage of the exercise(s). The assessors shall utilize a standard rating scale and assess a defined set of personal attributes.

2.3.8 The questions used in the testing process shall be job related and non-discriminatory.

2.3.9 The written phase scores, assessment phase scores and any other related scores shall be tabulated by the Human Resources Department, with the scores formulated and arranged numerically. The test results concerning the written and assessment tests shall be forwarded from the Director of Human Resources to the Chief of Police in the order they scored, arranged from the highest to the lowest, with the corresponding candidate's name listed beside the score. All fractional scores shall be rounded off to the nearest whole number. (34.1.6)

2.3.10 The Director of Human Resources shall be responsible for the maintenance and security of all records pertinent to examination records and the validation of the testing process.7

2.4 Promotion (34.1.6)

2.4.1 The Human Resources Director shall prepare a register and supply the Chief of Police with a list of those employees eligible for promotion.

2.4.2 All ties in the final score shall be placed on the register in order of seniority as determined by the Director of Personnel.8

2.4.3 In making appointments to a promotional position from the open-competitive register, the Chief of Police shall select for each position a person whose score is included in the three highest scores, exclusive of those persons:

2.4.3(a) who decline appointment or request that they not be considered for appointment;

2.4.3(b) who fail to reply within a period of seven (7) calendar days to the written request of the chief for an interview, or who do not arrange to report for such interview within a reasonable time, or who fail to appear for an interview that they have arranged with the chief;

2.4.3(c) who accept an appointment and fail to present

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7 Section revised 7-1-98.
8 Section revised per Policy Change Order, 99-037, 11/1/99.
themselves for duty at the time and place agreed to without giving the Chief satisfactory reasons for delay; to whom the Chief offers an objection in writing based on Merit Rule 5.4, and that objection is sustained by the Director of Human Resources.

2.4.4 The Chief of Police will review the list, all components and results of testing. The Chief of Police shall announce all promotions in writing. (34.1.5)

2.4.5 The Chief of Police may establish an eligibility list when all position vacancies have been filled. Those candidates who received a passing score on all phases of the process may be placed on an eligibility list. This list of eligible candidates shall normally be maintained for one year from the date of establishment of such list. The list may, upon request of the Chief of Police and with approval of the Director of Human Resources, be extended for not more than one year beyond the original date of expiration. (34.1.6)

2.4.6 Upon promotion, the candidate will be closely observed to ensure the candidate is developing and performing in a satisfactory manner. Superiors shall counsel the candidate when unsatisfactory performance is observed. An evaluation form shall be completed monthly and upon conclusion of probationary period.

2.4.7 The first six months of service in the position to which the employee has been promoted shall constitute a probationary period. The Chief of Police, with the approval of the Director of Human Resources, may extend the probationary period for no more than an additional six months. (34.1.7)

2.5 Re-testing and Appeals
2.5.1 Candidates who fail any portion of the promotional process will be disqualified from competing further in that promotional process.

2.5.2 The candidate may re-apply for the next scheduled promotional process in accordance with Merit Rule 6, "Registers," provided they meet the established requirements for the position to which they have applied. (34.1.3)

2.5.3 Requests to review or appeal any part of the testing process shall be made in accordance with Merit Rules 6 "Registers," and 13, "Appeals." (34.1.3)

3 MERIT RULES
At all times, the City's Merit Rules shall govern and supersede any policy, rule or other requirement established in this S.O.G.
Employee Overtime Program

I Policy

It shall be the policy of the Springfield Missouri Police Department to compensate those employees required to perform tasks which exceed their normal work shift or which occur during their scheduled leave period.

All department employees may be required to work hours in excess of their official work period when necessary and as determined by department management. These procedures shall not apply to employees whose work week is normally less than 40 hours per week. (22.1.1)

II Definitions

Court Overtime - Normal off-duty time required to respond to an official court subpoena that relates to duties performed as an employee of the Department.

Emergency Call-In - Authorized when an eligible employee is called to duty, for emergency conditions, while on authorized leave. (Examples: Disasters or Internal Affairs Investigations)
Overtime - Authorized time worked by an employee, caused by no fault of the employee, which exceeds the normal hours of a scheduled work week.

Work Week - 0001 hours on Sunday through 2400 on Saturday.

III Procedure

1 ADMINISTRATION OF THE COMPENSATION PROGRAM

1.1 Employee Responsibility

1.1.1 Each department employee shall be responsible for the accurate and timely submission of compensation time claims.

1.1.2 The employee claiming overtime compensation shall appropriately complete the "Compensation Time Record" form, SPD 78-100 (Attachment #1), and submit the form to his immediate supervisor for approval.

1.1.3 Overtime Compensation Discrepancy Claims - All claims of reported overtime that have not been paid, or any challenge to the accuracy of overtime compensation received, shall be made in writing by claimant employees to their immediate supervisor within fourteen calendar days after receipt of the payroll check in question G.O. No. 3736, April 14, 1986).

1.2 Supervisor's Responsibility

1.2.1 Each department supervisor shall be responsible for organizing and managing the work of his unit in a manner to minimize accumulation of overtime.

1.2.2 The unit supervisor shall review and take appropriate action on all Compensation Time Records submitted by his subordinates.

1.2.3 The unit supervisor shall list the total amount of overtime worked in five (5) minute increments on the City's Payroll Sheet as per the "Timekeeping Guidelines and Requirements" manual. (Finance Dept.).

Example: An employee works a total of 4 hours and 45 minutes authorized overtime during the pay period. The time should be indicated as 4.75 on the payroll sheet under the O.T. category.

1.2.4 Each department supervisor shall be responsible for the accurate and timely recording of Compensation Time Records. These records shall be maintained for one calendar year by the unit supervisor.

1.2.5 The unit supervisor shall maintain the copy of a completed City payroll sheet for his records prior to submitting the form at the end of the pay period. These records shall be maintained for a period of one calendar year by the unit supervisor.
1.2.6 Labor Distribution Codes - Amounts of actual overtime compensation time earned and to be charged to a budget program other than the employee's normal program shall be recorded on the employee's paysheet. The sub-program number of activity involved, the day of the week when the compensatory time was worked, and the amount of worked shall be entered.

1.3 Command Officers
1.3.1 Each command officer shall be responsible for organizing and managing the work of his command in a manner to minimize accumulation of overtime.
1.3.2 Each command officer shall review overtime records that are kept within his command.

2 OVERTIME - All eligible employees shall be compensated at one and one-half times their normal hourly salary for authorized work time actually worked in excess of their normal work week.

3 EMERGENCY CALL-IN COMPENSATION
3.1 All non-exempt employees called to duty for emergency or special conditions while on authorized leave by a supervisor or a command officer shall be designated as emergency call-in. Such call-in shall be at a minimum rate of four (4) hours at time and one-half. Time required in excess of four hours shall be compensated as standard overtime unless the time is within the employee's normal work shift.

Example 1: An employee is called back to duty by his supervisor to complete a pending follow-up investigation requiring immediate attention. The employee works two hours. The employee's payroll records should indicate 4 hours of O.T.

Example 2: An employee is called into duty two hours prior to his regularly scheduled work shift. He assumes work duties and continues to work during the two hours and into his work shift without interruption. This is not emergency call-in. It is overtime. Payroll records should reflect two hours of overtime.

3.2 IIAU Investigations shall fall under the same guidelines as Emergency Call-In.
3.3 Claiming Emergency Call-In - Employees claiming emergency call-in shall complete the appropriate section of the Compensation Time Record form SPD 78-100 (Attachment #1) and request the authorizing supervisor to acknowledge the call-in with his signature in the Approved By section.

4 COURT TIME COMPENSATION
All eligible employees attending a court session while off-duty shall be compensated at a minimum of four hours at the normal hourly pay rate.

Employees having a subpoena within one hour of the end or beginning of a regularly scheduled work shift shall adjust their shift to include the court time.

Court time shall be recorded as overtime on the pay sheet. The minimum time shall be 2.67 hours with time actually spent in excess being noted as the time actually spent.

Example: An eligible employee attends Municipal Court while off-duty from 11:00 to 12:00 hours. The payroll sheet should indicate 2.67 hours totaled under the O.T. category.

Example: An eligible employee attends Municipal Court while off-duty from 13:00 to 16:00 hours. The payroll sheet should indicate 3.00 hours totaled under the O.T. category.

4.4 Claiming Court Time

4.4.1 Employees must be responding to an official court subpoena, or a request from the prosecutor's office, that is the result of employment by the Springfield Police Department.

4.4.2 Prior to responding to Greene County Court, the employee must call the Docketline for that court to insure that their case has not been delayed or canceled.

4.4.3 Members claiming court time compensation shall complete the appropriate section of the Compensation Time Record form SPD 78-100 (Attachment #1) and request the prosecutor processing the case to acknowledge the appearance with his signature.

5 COMPENSATION OPTIONS

5.1 Work Schedule Options

5.1.1 Employees assigned/elected to various departmental committees shall attempt to adjust their work hours so that they are attending the meetings while on duty if possible doing so in coordination with and approval of their supervisor.

5.1.2 The commander or supervisor may "reschedule" the departmental business workday with another workday.

5.2 Compensatory Time

5.2.1 All eligible employees have the option of compensation time or cash payment for overtime.

5.2.2 The maximum allowable accrued Compensation Time shall be 80 hours.

5.2.3 Once approved overtime is designated and entered into the appropriate time records as for pay or compensatory time, that decision becomes final.
SOG 204.1
Employee Overtime Program

IV Attachments

1 SPD Form 78-100 (Rev. 6/83)

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November 19, 1999
I  Policy

The availability of off-duty police officers to work in police related functions such as traffic control, safety and security is of mutual benefit to the department and private enterprise. However, the allegiance and responsibility of all police employees must remain with the Springfield Police Department. This guideline is for the purpose of maintaining the efficient and uniform regulation of off-duty and extra-duty employment, avoiding potential conflicts of interest and preventing any possible detrimental effect on the image of the Springfield Police Department due to employment held by employees while off-duty.

It is particularly important that department employees not be subjected to outside interests which might conflict with their official duties by diluting their energies, occupying time during which they are potentially on call, or involving themselves in situations where they might be motivated to neglect or subvert their official duties.

II  Definitions

**Extra-duty employment** - Employment on the employee's own time and outside the Springfield Police Department wherein the actual or potential use of law enforcement powers or police related functions is anticipated or expected.
Continuous Extra-duty Employment - Employment that continues for a period exceeding three scheduled days, which requires a significant level of new employee training, additional knowledge or skill development beyond that possessed by a trained police officer. (Cox Security, Wal-Mart, etc.)

Off-Duty Employment - Employment outside the Springfield Police Department wherein the use of law enforcement powers or police related functions is not anticipated or expected, and some sort of service is provided to or on behalf of another for some sort of gift or compensation from that person, business, or agency receiving the services.

It does not include self-employment based on the employee's own private property and not requiring him to leave that property to perform the services, so long as that self-employment does not affect the employee's job performance while on duty, nor the professional image of the Springfield Police Department.

III Procedures

1 AUTHORIZATION FOR EXTRA-DUTY AND OFF-DUTY EMPLOYMENT (22.3.3) (22.3.4)

1.1 No employee of the City may perform any extra-duty or off-duty employment which is or can be interpreted to be inconsistent with his or her work or detrimental to the best interests of the Police Department or City of Springfield as determined by the Director of Human Resources. (Merit Rule 11.5) (22.3.3) (22.3.4)

1.2 The Uniform Operations Division Commander or his designee shall serve as coordinator and shall oversee adherence to the policies, processes and other related issues necessary for the administration of the off-duty and extra-duty employment program.

1.3 A "Request for Approval for Outside Employment" form must be filled out by the affected employee and approved by the Chief of Police or his designee before the employee may engage in any extra-duty or off-duty employment, absent exigent circumstances with command approval.

1.4 Employees may generally engage in extra-duty/off-duty employment for a bona fide charitable organization without approval, provided that no pay or other form of barter is received by the employee in exchange for the service.

1.5 Employees may not engage in outside business activities while on duty, nor may City property be used for any but City functions (except for that equipment

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1 Reference to IDC requesting off-duty employment (formerly Section 1.4) deleted, 3-6-98.
Extra-Duty and Off-Duty Employment

1.6 No employee of the City shall have any financial interest, direct or indirect, in any contract or service provided to the City, except on behalf of the City as a salaried employee. (Merit Rule 11.5.1)

1.7 An employee may not work more than 70 hours of combined extra-duty, off-duty and on-duty employment per week without permission from that employee's commander.

1.8 Approval of extra-duty and off-duty employment may be revoked at any time by the Chief of Police at the request of the employee's supervisor or commanding officer; 1) upon showing that the employment is impairing or interfering with job performance in any way, 2) for violations of City Merit Rules, 3) or for violations of department policies affecting on-duty or extra-duty employment. The decision to revoke a department employee's privilege to work in an extra-duty or off-duty capacity may also be based on the employee's extra-duty or off-duty job performance.

2 EXTRA-DUTY EMPLOYMENT REQUESTS FROM PRIVATE BUSINESSES AND INDIVIDUALS (22.3.4)

2.1 The Uniform Operations Division Commander or his designee shall be responsible for completing and posting a written notice, known as the "Notice of Extra-duty Employment" form, when a request is received for temporary or continuous extra-duty services from a business, agency or individual. Notices of continuous extra-duty employment shall be so labeled.

All notices of extra-duty employment shall be consistently posted in the same manner and location. The notice shall include the following:

2.1.1 Name, address and telephone number of the company, agency or individual requesting employees for extra-duty employment.
2.1.2 Person to contact
2.1.3 Type of work requested
2.1.4 Date and hours to be worked
2.1.5 Rate of pay per hour
2.1.6 Blank line(s) for the interested employee(s) to sign

2.2 After all available extra-duty positions have been filled for a particular request, the Uniform Operations Commander or his designee will remove the Notice of Extra-Duty Employment from posting and file it in the Uniform Operations Section 1.5 revised 6-4-98.
Section revised 7-8-98.
References to Employment Roster (formerly Sections 2.1, 2.2, and 2.12) deleted, 2-11-98.
Office. This file may be purged 60 days after the date of the extra-duty assignment.

2.3 Employees who sign up for an extra-duty assignment are responsible for making the necessary arrangements with the individual or business requesting the services of the extra-duty employee. Attendance responsibility of employees working extra-duty assignments is the same as their on-duty employment.  

2.4 Sign-up for extra-duty assignments shall be on a first come, first served basis.  

2.5 The Uniform Operations Division commander shall ensure that extra-duty assignments are distributed among employees in a fair and equitable manner, without favoritism, and in accordance with this guideline.  

2.6 The Chief of Police shall establish a set rate of pay per hour for requests for ALL extra-duty employment. This rate shall be maintained on file and considered for adjustment on a yearly basis.  

2.7 No employee shall solicit extra-duty employment. Employees who receive requests for extra-duty employment should be referred to the Uniform Operations Division commander or his designee.  

2.8 The business or individual employing the extra-duty officer shall be responsible for all compensation and benefits for the extra-duty officer, as well as the method and arrangement of payment. This includes extended employment hours that occur as a result of incidents handled by the extra-duty officer during the extra-duty shift (e.g., An officer working a four hour extra-duty shift makes an arrest that causes him to have to work an additional two hours. The business or individual employing the extra-duty officer is responsible for compensating the officer for the additional two hours.).  

2.9 Following initial assignment of personnel to a Continuous Extra-duty employment job, the Uniform Operations Commander or his designee shall insure that the requesting individual, business or agency understands that future assignment scheduling shall be their responsibility.  

3 TYPES OF ASSIGNMENTS NOT APPROVED FOR EXTRA-DUTY OR OFF-DUTY EMPLOYMENT (22.3.3) (22.3.4) 

3.1 As a "body guard", "bounty hunter", or "bouncer."  

3.2 For a bail bond agency, private security business, wrecker service, taxicab service, locksmith service, pawn shop, escort service, or massage technician.  

3.3 Service of civil process, as a private investigator, private detective, or other capacity where the primary purpose of such employment is to gather information for, or to appear as a witness in a civil action.  

5 Language added to Section 2.3, 3-6-98.  

6 Reference to Employment Roster deleted, 2-11-98.  

7 Revised, 2-11-98.  

8 Revised, 6-17-98.
3.4 For a business that sells, serves or dispenses alcoholic beverages which derives more than 50% of its gross income from the sale of alcoholic beverages, nor any business that requires the extra-duty or off-duty employee to sell, serve or dispense alcoholic beverages.

3.5 Work for a business if employment is related to a labor dispute.

3.6 Employment by any individual, business, or agency that would violate or tend to violate the provisions of SOG 103.1, Section 2.1.3, or any other SOG.

3.7 Work outside the city limits of Springfield, Missouri, in an extra-duty capacity.

3.8 Work in any capacity which may require as criteria for employment the employee having access to police information, files or records and require furnishing those records as a condition for employment.

3.9 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.

3.10 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.

3.11 **Exception:** The Chief of Police may exempt an employee from any of these restrictions, but only in those instances where undertaking such employment is a necessary part of an official Springfield Police Department undercover investigation. Any gift or payment received by the employee for employment (other than from the City of Springfield) in relation to the undercover assignment must be turned over to the City of Springfield's general revenue fund.\(^9\)

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4 GENERAL RESTRICTIONS CONCerning extra-Duty and Off-Duty Employment (22.3.3) (22.3.4)\(^{10}\)

4.1 All employees working in an extra-duty or off-duty capacity shall act in a professional manner and shall avoid doing tasks that would tend to detract from the professional image of the Springfield Police Department. Employees engaged in extra-duty employment shall refrain from performing tasks that are generally not police related. (Examples of unacceptable extra-duty tasks would include, but are not limited to: stocking shelves at a store, dispensing or preparing food or drink, pushing shopping carts, etc.)

4.2 Employees on suspension shall not work in an extra-duty capacity.

4.3 Employees shall not work extra-duty or off-duty while listed as being on any type of sick, injury or funeral leave.

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\(^9\) Section 3.11 revised, 6-4-98.

\(^{10}\) Former Section 4.15, referring to obey orders of superior, deleted 6-4-98.
4.4 Any employee who takes a sick day will not engage in extra-duty or off-duty employment within a 24-hour period starting at the time the person would have normally begun his or her on-duty shift.

4.5 No employee may engage in extra-duty or off-duty employment while assigned to light duty.

4.6 Employees shall not use Springfield Police Department facilities, equipment or records in conjunction with extra-duty or off-duty employment except for that maintained as a part of the uniform, or other equipment with Division commander approval.\(^\text{11}\)

4.7 Employees shall not use police identification or authority while engaged in the collection of debts, bills or checks.

4.8 Officers who engage in extra-duty employment must be armed with a department approved firearm. Officers who are employed in a plain clothes police capacity shall keep their firearm(s) concealed from public view.

4.9 An employee must be in good standing and removed from probationary status (relating to their initial hire) before being eligible for extra-duty employment.

4.10 No employee shall refuse to respond to a request for aid from any citizen while working in an extra-duty capacity.

4.11 Officers shall not wear a police uniform in an off-duty employment capacity.

4.12 While engaged in extra-duty or off-duty employment, non-sworn employees are not authorized to wear a police department uniform or work in a capacity requiring police authority, without permission of the Chief of Police or his designee.

4.13 Reserve officers shall not work for a private individual or business in an extra-duty capacity. Reserve officers may work certain extra-duty assignments for governmental agencies as authorized by the Chief of Police.

4.14 When an employee (sworn, non-sworn, supervisory) is working an extra-duty assignment, the chain of command and rank structure will be followed at all times.

4.15 All City and department policies and guidelines shall be followed while the employee is engaged in extra-duty employment, as if the employee was on-duty.

4.16 All employees shall handle incidents that occur during extra-duty assignments as they would on-duty, including the filing of proper reports, et cetera, or as specified in Section 5 of this SOG.

4.17 All reports made as a result of extra-duty employment must be approved by an on-duty supervisor. Extra-duty employees shall notify an on-duty supervisor as soon as practical in those events where police administration would ordinarily have a need to know (e.g. injuries to an officer or arrestee; mass arrests; volatile situations, etc.)

\(^{11}\) Section 4.6 revised, 6-4-98.
4.18 An Extra-Duty Log is posted in the Uniform Operations Office. This Log will assist in rapid deployment of sworn personnel in cases of emergency operations (i.e. civil disturbances, natural disasters). Officers working extra-duty must ensure that the time and location they are working the extra-duty assignment is documented on the Log. Extra-duty assignment information must be on the Log at least 24 hours prior to the start of the assignment, except in those cases where the job originates in less than 24 hours.  

4.19 When working an extra-duty assignment, the affected employee shall notify the Emergency Communications Center prior to beginning the extra-duty assignment.

4.19.1 The extra-duty officer shall give the Emergency Communications Center the following information:
   4.19.1(a) The extra duty officer’s name and DSN
   4.19.1(b) Location and duration of extra duty shift

5 ARRESTS DURING EXTRA-DUTY OF OFF-DUTY EMPLOYMENT

5.1 Misdemeanor violations

5.1.1 Officers engaged in extra-duty or off-duty employment have the same power and discretion as an on-duty officer, and may arrest or issue a summons based on probable cause, or make an arrest based on a warrant.

5.1.2 An extra-duty or off-duty officer will have the dispatcher log a case number in reference to the incident and will write a complete report detailing the facts of the case. If an arrest is made, an on-duty officer or the paddy wagon shall be called to transport the prisoner.

5.2 Felony violations

5.2.1 Officers engaged in extra-duty or off-duty employment have the same power and discretion as an on-duty officer, and may arrest for a felony based on probable cause, or an arrest warrant.

5.2.2 In the case of felony arrest, an on-duty officer should be called to take custody of the prisoner and conduct the investigation. The extra-duty or off-duty officer shall assist as needed.  

5.2.3 The extra-duty or off-duty officer will write a supplemental report in regard to the felony arrest, which will be in addition to a report made by the on-duty officer.

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12 Section 4.18 added 6-4-98.
13 “Off-duty” added 6-17-98.
14 “Off-duty” added 6-17-98.
15 “Off-duty” added 6-17-98.
5.3 Employees should consult SOG 103.1, Rules of Conduct, Section 2.4, for further guidance concerning off-duty arrests.

10 “Off-duty” added 6-17-98.
SOG 204.2
Extra-Duty and Off-Duty Employment

IV  Attachments
1  City of Springfield Human Resources Department "Request for Approval of Outside Employment" form
2  “Notice of Extra-Duty Employment” form, 97-OP-0279

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November 19, 1999
Grievance System

I Policy

The Springfield Police Department recognizes the legitimate need for a structured process for reviewing employee grievances. Employees must have the means to bring to the attention of management issues of concern. Properly conducted, the resolution of grievances can result in improved employee morale and greater job satisfaction. It is the policy of the Springfield Police Department to resolve grievances at the lowest organizational level possible and to always comply with Merit Rule requirements in processing grievances.

II Definitions

Grievance - any issue which results in an employee feeling dissatisfied or annoyed with some aspect of his/her work over which (s)he has no control (Merit Rule 13.5.-a).

III Procedure

1 INITIATION AND PRESENTATION OF THE GRIEVANCE (25.1.1)
1.1 An employee with a grievance should discuss the issue first with his/her immediate supervisor. This presentation may be formal or informal.
1.1.1 Whenever the employee is aggrieved by some act of commission or omission on the part of his immediate supervisor, he may initiate the
action authorized by this procedure by explaining his grievance to the immediate supervisor of the said supervisor or may initiate the action authorized by forwarding the appeal form to the immediate supervisor of said supervisor.  {Merit Rule 13.5(b)(8)}

1.2 The aggrieved employee should present the facts of the case as clearly and as objectively as possible.

1.3 Grievance discussions shall be conducted in a professional and courteous manner at all times.
   1.3.1 The supervisor shall calmly and actively listen to the employee with a willing attitude to resolve the complaint, if possible.
   1.3.2 The complaint shall receive prompt, objective, and thorough consideration.

1.4 Employees are free to ask questions or to seek resolution of the complaint without discrimination, coercion, restraint, or reprisal.
   1.4.1 Supervisors or commanders who seek reprisal as a result of a grievance lodged by an employee may receive severe disciplinary action.

1.5 If an employee wishes, he/she may be accompanied by another employee during the meeting.

1.6 Whenever possible, grievance hearings should be conducted during the regularly scheduled working hours of the persons involved.

1.7 Every effort should be made to try to resolve the grievance at the lowest supervisory level.
   1.7.1 Any step in the grievance process may be the last and the complaint considered settled if all involved parties are satisfied.

2 GRIEVANCE PROCESS AND TIMETABLE (25.1.1)

2.1 The immediate supervisor, upon hearing the grievance, either alone or with the assistance of his superiors, shall reach a decision and shall communicate that decision to the aggrieved employee within two working days.

2.2 If the employee remains unsatisfied, (s)he shall have three working days to write an appeal, setting forth the facts of the case and citing appropriate Merit Rule provisions impacting on the case. Within that time period, the employee shall submit the written appeal to the Chief of Police.

2.3 Upon receipt of the appeal, the Chief of Police shall obtain all pertinent information and may hold conference with all involved parties.
   2.3.1 Within three working days of receiving the written appeal, the Chief of Police shall notify the employee and the supervisor of his decision in writing.
2.4 If the appeal to the Chief of Police does not satisfy the aggrieved employee, (s)he may request appeal to the City Manager. Such request shall be filed with the Director of Personnel.

2.4.1 The Director of Personnel shall assemble the facts of the case.

2.4.2 The City Manager may conduct a conference with the involved persons to hear statements and to ask questions.

2.4.3 Within five working days following receipt of the appeal, the City Manager shall present his decision in writing to the Chief of Police and the employee.

3 CONTENT OF THE CASE PACKAGE (25.1.1)

The written appeal document shall contain at a minimum:

3.1 Date, time, and location of the incident, if appropriate.

3.2 Names of all persons involved;

3.3 Names of witnesses (if non-employees, include addresses and telephone numbers);

3.4 A chronological, detailed description of the incident(s)

3.4.1 A written allegation of the wrongful action taken or harm committed;

3.5 Supporting documentation, if available;

3.6 Reference to the appropriate Merit Rule provision which impacts on the source of the grievance;

3.7 A written statement describing the remedy or adjustment sought by the aggrieved employee;

4 COORDINATION OF THE GRIEVANCE SYSTEM (25.1.2) (25.1.3)

4.1 The Inspections and Internal Affairs Unit Supervisor shall have the responsibility to coordinate summary information on all grievances presented to the Chief of Police.

4.1.1 The Unit Supervisor shall maintain a log of all such grievances which shall include name of the aggrieved employee, date of the appeal, name of those accused in the grievance, brief description of the allegation, final action taken, number of days required to resolve.

4.2 This log shall be used to identify issues or patterns of behavior which, if impacted, may reduce the number of grievances.

4.3 The Inspections and Internal Affairs Supervisor shall annually tabulate and analyze grievance data from the Grievance Log. This analysis shall be included in a written report to the Chief of Police.

4.4 The Chief of Police shall insure that the Inspections and Internal Affairs Unit receives all information necessary to comply with 4.1.1 above.

4.4.1 Upon completion of the appeal process, the IIAU Supervisor shall receive a copy of the written appeal.
4.5 All grievance records, data, and written appeals shall be physically secured in a locked file and a locked office after duty hours.
4.5.1 If such information is stored on computer, the access must be controlled by password and system account identification.
4.5.2 Grievance records are considered to be personnel records, closed under Ch. 610, RSMo. Access to grievance records, statements or other file material is restricted to employees who are named as principals in the recorded grievance, Inspections and Internal Affairs Staff, the Division Commander with command authority over Inspections and Internal Affairs, and the Chief of Police."

5 APPEAL TO THE PERSONNEL ADVISORY BOARD
5.1 The Personnel Advisory Board hears only cases which involve dismissal, demotion, reduction in pay, or suspension. (Merit Rule 13.6-a)
5.2 Refer to Merit Rule 13.6 for further details on the Personnel Advisory Board hearing process.
I  Policy

The policy of the City of Springfield with respect to the defense and indemnity of its employees is as set out in General Ordinance No. 2843, enacted July 17, 1978. This ordinance states as follows:

Section 2-29.21.3.  Indemnity of City officers and employees.

The City of Springfield may defend, save harmless and indemnify any of its officers and employees, whether elective or appointive, against any tort claim or demand, whether groundless or otherwise arising out of an alleged act or omission occurring in the performance of duty. The provisions of this section do not apply in case of malfeasance in office or willful or wanton neglect of duty.

The procedures and statements set out herein are not intended to in any way modify or change the provisions of the above-referenced ordinance. In the event of any conflict between the terms of this policy and those of the ordinance, the ordinance shall control.
SOG 204.4
Legal Assistance and Liability

II Procedures

1 GENERALLY
1.1 Scope
The scope of the City's policy shall be as described in the preceding Section I. Policy, above. The obligations and provisions of this Guideline contained herein shall apply to both regular commissioned police officers and Reserve police officers commissioned and acting pursuant to the provisions of Chapter 29, Article II of the City Code. (16.3.7)

1.2 Upon official service or notification of imminent or threatened legal action or legal demand as a result of status as a law enforcement employee or in any way naming the City of Springfield, the named employee shall notify the Office of Chief of Police and the City Attorney's Office, and shall supply a copy of the summons, subpoena, correspondence and/or all other documents relevant to the action to both offices no later than the next business day following service or notification.

1.3 Such served employee shall be responsible for adhering to the orders of the subpoena or other direction by the court.

2 LEGAL ASSISTANCE
2.1 When a Police Department employee is the subject of a criminal proceeding, if he chooses to have an attorney, he shall be represented by an attorney employed and paid by the employee, or one appointed to represent the employee by the court.

2.2 In civil liability situations arising out of the operation of a City-owned or leased vehicle by a Police department employee, the City may tender the defense of the matter to its vehicle insurance carrier, for defense and indemnity pursuant to the terms of the City's vehicle insurance policy. The employee shall cooperate fully with the insurer and its designated defense counsel in the defense of the matter, in the same manner as described in Paragraph 2.4 herein.

2.3 In other situations in which a Police Department employee is sued in a civil action for acts done in the performance of official duties, the City may choose to defend the employee by the City Attorney's office or by other appropriate legal counsel as may be approved and hired by the City, provided that the hiring of such outside counsel is approved by the City Council.
SOG 204.4
Legal Assistance and Liability

2.4 Decisions regarding the defense of employees are made on a case by case basis, depending upon the facts of each situation, and are at the discretion of the City. As a condition of such representation by the City or its outside counsel, the employee shall cooperate fully in the defense of the claim, shall follow counsel's legal advice with respect to the claim, and shall take no action detrimental to the interests of the City in the defense of the matter.
Disability and Death Benefits Program

I Policy

The Springfield Police Department shall make a program of benefits as administered by the City of Springfield and the State of Missouri available to those qualified employees or their surviving families who are affected as a result of disability or death.

II Procedures

1 All work related illness and injuries shall be immediately reported to the employee's immediate supervisor.
   1.1 Employee Responsibility
       1.1.1 Immediately report illness or injury to immediate supervisor.
       1.1.2 Complete I.D.C. to supervisor including all information.
   1.2 Supervisor Responsibility
       1.2.1 Ensure employee receives medical treatment if applicable. (Workers' Compensation Medical Referral).
       1.2.2 Report any serious injury to Watch Commander.
       1.2.3 Collect and preserve any physical evidence.
       1.2.4 Identify and interview witnesses.
       1.2.5 Photograph visible injuries.
1.2.6 Complete the following forms:
1.2.6(a) Supervisor Incident Investigation Report
1.2.6(b) I.D.C. by Supervisor

1.2.7 The supervisor will ensure that any related reports (offense, incidental, etc.) are completed and attached to packet. The Workers' Compensation Report will be completed by employee, if able.

1.2.8 Supervisors shall ensure that the packets are completed and sent to their respective destinations as soon as possible (within 24 hours). See cover sheet for dissemination information.

1.2.9 The reports, along with any medical bills, shall be forwarded to the Department safety representative.

1.2.10 The Department safety representative will review the reports for completeness and forward to the City Occupational Health Coordinator. A copy will be maintained for the Police Department and forwarded to the Chief of Police.

2 DISABILITY BENEFITS

2.1 Disability Pay
An employee who is off work due to an injury covered by Workers' Compensation may be entitled to receive, during the healing period, disability pay for a period not to exceed twenty-six (26) weeks so that such an employee draws the usual net pay and said employee's gross pay will be adjusted to reflect the nontaxability of the Workers' Compensation payment to be computed in accordance with City of Springfield Merit Rules, Exhibit "A", provided, however, the employee assigns all rights to Workers' Compensation pay to the City for the applicable healing period so that such Workers' Compensation pay becomes the City's for the period which the employee receives disability pay.

2.2 Payment of Health and Medical Insurance When Disabled
The City will pay the employee's portion for the health plans authorized under City merit Rule 25.1 and 25.2, when the employee is off work due to an injury covered by Workers' Compensation, or other injury on the job covered by City Merit Rule 22.6, until the employee has recovered and returned to work, or until the employment relationship is terminated with the City, whichever occurs first.

2.3 Duty Disability*
Any employee of the Police Department, irrespective of length of service, who becomes disabled as the direct result of occupational duties, including but not limited to accidents and or hazards peculiar to the employment, shall be entitled to a duty disability pension. The duty disability pension continues for the period of time. The rate of pension for duty disability shall be sixty-six and two-thirds (66 2/3) percent of the rate of salary of the member in effect the date of disability.
2.4 Survivor's Pension -- Duty Connected Death*

2.4.1 A pension equal to fifty (50) percent of the salary of the member in effect at
date of death shall be payable to a surviving spouse of a member whose
death occurs as the direct result of the performance of an act of duty. This
pension shall cease upon remarriage of the surviving spouse. If minor
children under the age of eighteen (18) also survive the member, then
additional allowance shall be made on account of each child.

2.4.2 Public Safety Officers' Benefit (PSOB)**, “Line of Duty” Death
The PSOB provides a onetime financial benefit to the eligible survivors
of public safety officers whose deaths are the direct and proximate
result of a traumatic injury sustained in the line of duty. The benefit is
$100,000 and has been adjusted each year since 1988 on October 1
to reflect the percentage of change in the Consumer Price Index. For
fiscal year 1997, the benefit is $138,461.

2.5 Life Insurance

2.5.1 Life insurance is not provided as a benefit to City employees; however, it may
be purchased through the Human Resources Department, City of Springfield.

* For complete information on duty and non-duty pensions, see Police and Fire Retirement System Manual

** PSOB Act (42 U.S.C. 3797, et seq.) U.S. Department of Justice
Limited Duty Assignments

I Policy

Temporary limited duty assignments, when available, are for officers and other eligible personnel in this department who, because of injury, illness or disability, are temporarily unable to perform their regular assignments but are capable of performing alternate duty assignments. Use of temporary limited duty can provide employees with an opportunity to remain productive while convalescing and provides a work option for employees who may otherwise risk the health and safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the Springfield Police Department that eligible personnel be given a reasonable opportunity to work in temporary limited duty assignments consistent with the needs of the department.

II Definitions

Eligible Personnel: Any full time sworn or non-sworn member of this department suffering from a medically certified illness, injury or disability requiring treatment of a licensed healthcare provider and who, because of this, is temporarily unable to perform the regular duty assignment, but is capable of performing alternate assignments.
Family and Medical Leave Act (FMLA)- Federal law providing for up to 12 weeks of annual leave for employees, in addition to leave provided by the City, due to illness, injury or certain other family conditions/situations.

III Procedures
1 GENERAL PROVISIONS
1.1 Temporary limited duty positions are limited in number and variety. Therefore, employees injured or otherwise disabled in the line of duty shall be given preference in the assignment to limited duty.
1.1.1 Assignments may be changed at any time, if deemed in the best interest of the employee or Department.
1.2 This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
1.3 Assignment to temporary limited duty shall not affect an employee's pay classification, pay increases, promotions, or retirement benefits such as bonus pay for special assignments, (for example canine handlers).
1.4 No specific position in this department shall be established for use as a temporary limited duty assignment, nor shall any existing position be designated or utilized exclusively for employees on temporary limited duty.
1.5 Depending upon the nature and extent of the disability, an officer on temporary limited duty may be prohibited or restricted from wearing the Department uniform, carrying a service weapon or otherwise limited in employing police powers as determined by the Chief of Police.

2 TEMPORARY LIMITED DUTY ASSIGNMENTS
2.1 Temporary limited duty assignments may be drawn from a variety of technical and administrative areas that include but are not limited to:
   • Administrative functions (e.g. report review, special projects)
   • Clerical functions (e.g. filing)
   • Desk assignments (e.g. bookkeeping, data entry)
   • Report taking (e.g. Telecom)
2.2 Decisions on temporary limited duty shall be based upon the availability of an appropriate assignment given the applicant's knowledge, skills and abilities; availability of limited duty assignments, and the physical limitations imposed on the employee.
2.3 Every effort shall be made to assign officers to positions consistent with their rank and pay classifications. However, where deemed appropriate, personnel may be assigned to positions designated for personnel of lower rank or pay classification. Officers working these assignments shall:
2.3.1 Answer to the supervisor of the unit to which they are assigned with
Limited Duty Assignments

regard to work responsibilities and performance; and

2.3.2 retain the pay classification and related benefits of the position held prior to temporary limited duty.

3 REQUESTS FOR LIMITED DUTY ASSIGNMENTS

3.1 Duty Related Injury or Illness

3.1.1 An employee who becomes temporarily disabled due to an on-the-job injury may be eligible to perform a temporary or modified assignment.

3.1.2 The Occupational Health Coordinator, the employee's physician, and the employee's commander will assist with placement in a limited duty position.

3.1.3 The Department may require the employee to be examined by a City physician at City expense to determine if the employee is able to perform a limited duty assignment.

3.2 Non-Duty Related Injury or Disability

3.2.1 An employee who is temporarily disabled due to a non-duty related injury or illness may submit a request in writing to the Chief of Police to be placed in a temporary modified work assignment.

3.2.2 The request must be accompanied by a physician's statement to support a requested reassignment, which must be signed either by the treating physician or other licensed health care provider. The statement must include an assessment of the nature and probable duration of the disability, prognosis for recovery, nature of work restrictions and an acknowledgement by the health care provider of familiarity with the limited duty assignment and the fact that the employee can assume the duties involved.

3.2.3 The employee must provide the name and address of the attending physician or health care worker and sign an Authorization for Medical Reports and Records form. The employee will incur all expenses involved in obtaining the required medical documentation, medical exam, etc.

3.2.4 The information will be evaluated to determine if the employee would be able to perform a temporary limited duty assignment.

3.2.5 If the Chief of Police determines that the Department cannot accommodate the employee's temporary medical restriction, the employee will be required to utilize leave in a paid status, or request a leave of absence without pay. Such time in a paid status shall consist of sick leave, vacation or other accumulated leave.
4 ASSIGNMENT TO TEMPORARY LIMITED DUTY

4.1 Upon approval of limited duty status by the Chief of Police, the employee's commander shall coordinate the employee's placement into a limited duty position.

4.2 A reasonable effort will be made to keep the employee in the same Division, however, the employee may be assigned to a different Division provided that a temporary limited duty position exists in the second Division and upon approval of the second Division's commander.

4.3 While assigned to temporary limited duty, the employee shall keep his / her commander updated on his / her condition by submitting periodic statements from his / her physician as required by the Department.

4.4 Temporary limited duty assignments may be authorized for up to 30 days by the respective Division Commander. Limited duty assignments for more than 30 days and up to 6 months may be authorized by the Chief of Police. Beyond 6 months, the status of the employee will be determined through applicable ordinances, Workman's Compensation Rules, Merit Rules, and the ability of the employee to perform the essential functions of the job.

4.5 When the conditions of this Standard Operating Guideline are met and the employee refuses to perform limited duty, the employee may be ordered to perform the limited duty assignment. The continued refusal of an employee to perform limited duty will be grounds to remove the employee from pay status and initiate appropriate disciplinary action.

5 RETURN TO FULL DUTY

5.1 In order to return to full duty, the employee must present a written physician's statement to his Commander indicating that the employee is able to return to full duty based upon the essential functions as listed in their job description.

5.2 The employee's Commander shall then coordinate the return of the employee. The City may request a supplemental examination by the City's physician prior to returning to the employee returning to full duty.

5.3 The returning employee will be assigned to a job assignment based upon Department need and the availability of appropriate positions, however, a reasonable effort will be made to return the employee to his / her assignment held prior to the limited duty or injury leave.
Performance Evaluations

I  Policy

It shall be the policy of the Springfield Police Department to establish and maintain a system for employee evaluations. Our evaluation system shall be a management tool utilized to:

• provide information to employees about their performance
• assist in personnel decisions
• improve work performance  (35.1.1)

II  Procedure

1  PERFORMANCE EVALUATION SYSTEMS

1.1 Evaluation interviews shall be conducted by supervisors a minimum of once each year.  (35.1.2)

1.2 Supervisors shall utilize the Performance Evaluation Form approved by the Department of Human Resources for the City of Springfield. This form will be forwarded to the rated employee’s supervisor prior to the due date of the annual evaluation. The form does not utilize a numerical scoring system (therefore, measurement definitions are unnecessary), instead progressive
behavioral descriptions for each dimension are presented. The supervisor selects the most accurate description. (35.1.2)

1.2.1 Supervisors shall receive formal training in performance appraisal from the Department of Human Resources.

1.2.2 In completing the Performance Evaluation Form, supervisors shall comply with the instructions presented to the evaluator.

1.2.3 If the employee's performance requires it, supervisors may request additional Performance Evaluation Forms from the Office of the Chief of Police, during the course of the year. (Refer to Section 1.6)

1.2.4 The Performance Evaluation Form is only a tool used in performing the evaluation function. It should not interfere with the process. If additional information pertinent to employee performance is warranted, the rating supervisor will attach a descriptive memorandum to the Performance Evaluation Form.

1.2.5 In the field designated "Rating Date" the rating supervisor shall write in the date beginning the rating period and the last date of the rating period, generally denoting one calendar year. (EXAMPLE: 1/6/96 - 1/5/97)

1.3 The form will be completed in legible form by the employee's supervisor, indicating that appropriate trait exhibited by the employee during the evaluation period. Examples of the habits to be evaluated are as follows:

1.3.1 Work Quality
1.3.2 Productivity
1.3.3 Planning/Organization
1.3.4 Decision Making/Problem Solving
1.3.5 Internal/External Customer Service Attitude
1.3.6 Innovation
1.3.7 Oral Communication Skills
1.3.8 Written Communication Skills
1.3.9 Safety Awareness (Non-supervisory)
1.3.10 Attendance
1.3.11 Equipment and Tool Utilization
1.3.12 Supervisory Skills (only used if employee is performing in a supervisory capacity or has during rating period).

1.3.12(a) Supervisory Ability
1.3.12(b) Leadership
1.3.12(c) Safety Awareness
1.3.12(d) Productivity of Unit
1.3.12(e) Development/Empowerment of Staff
1.3.12(f) Rating Subordinates' Performance (35.1.14)

• Supervisors shall be rated, in part, based on
their ability to effectively evaluate employees assigned them. The ability fairly, impartially, accurately, and completely evaluate the performance of staff is a fundamental supervisory skill and demands daily preparation.

- Supervisors shall insure that ratings are applied uniformly to other employees performing the same functions.
- Supervisors shall only evaluate an employee against those dimensions pertinent to their specific job requirements.

1.4 A narrative report, to accompany the form, shall also be completed containing an evaluation of other behavior/skill traits or require tasks evaluated by the supervisor which are not indicated on the form. These additional ratings shall be specifically related to the assignment of the employee. (35.1.4)

1.5 Any rated area where performance is categorized as outstanding or unsatisfactory shall be supported by the narrative comments. (35.1.7)

1.5.1 Every supervisor will maintain a critical incident file on each employee under his supervision.

1.5.2 This file, which may be kept in the supervisor's records for that employee, shall include:
   1.5.2(a) The date and time of the incident
   1.5.2(b) A brief description of the incident
   1.5.2(c) Any resultant disciplinary or award action

1.5.3 Incidents of both positive and negative actions shall be recorded in this incident file.

1.6 Performance Resources. Each supervisor must thoroughly know and observe the employee's behavior before an effective performance evaluation can be conducted. Additional indications of performance shall be gathered from review of:

1.6.1 Attendance records
1.6.2 Reports written by the employee
1.6.3 Inspectional records
1.6.4 Commendations
1.6.5 Complaints
1.6.6 Observations from peers
1.6.7 Training records
1.6.8 Departmental personnel file

1.7 When an employee's performance is deemed to be unacceptable, they shall be notified of such in written format. This should occur as soon as the supervisor
becomes aware of it. When overall performance is unacceptable, the employee shall be notified in writing at least ninety (90) days prior to the end of the rating period. (35.1.6)

1.7.1 The evaluator shall be prepared to substantiate ratings at the unsatisfactory level, to advise the employee of unsatisfactory performance, and to define actions that should be taken to improve performance. If unsatisfactory performance continues, this information shall be included in the evaluation report at the end of the 90-day period. Flexibility concerning the 90-day period is allowable.

1.8 The supervisor will indicate the employee's appropriate level of performance in the general report category after a summary consideration of the behavioral traits as marked.

1.8.1 Overall performance shall be categorized as either:
- Pass - Overall performance is acceptable
- Fail - Overall performance is unacceptable

1.9 The evaluating supervisor will sign and date the rating form and indicate the appropriate recommendation for an increment increase in salary if eligible.

1.10 The evaluation shall then be sent to the rater's immediate supervisor for their signature prior to holding the evaluation interview with the employee (35.1.8)

2 ERRORS AND PROBLEMS COMMON IN PERFORMANCE EVALUATION

The immediate supervisor of the evaluated employee may seek to measure the wrong qualities or fail to look at each quality separately and independently from others. In evaluating performance, supervisors should be aware of the following evaluation errors and seek to avoid them.

2.1 Negligence - May result from attempting to apply different values to various components of performance. For example:

2.1.1 It is easy to confuse Quality of work with Volume of work when, in reality, each should be considered separately.

2.1.2 Improper, inaccurate, or irregular documentation of observed behavior throughout the evaluation period must be avoided by the immediate supervisor.

2.2 Prejudice of the rater - Evaluations must be based on objective observations and compared, as much as possible, against objective performance expectations. For example:

These questions should be considered:

2.2.1 How much of this trait does the employee exhibit? Is it constant or rare?

2.2.2 What does Command expect? What level of performance is typical for the unit or section?
2.3 **Halo Effect** - The halo effect is the tendency to allow one highly favorable or unfavorable trait to color judgement of all other traits. For this reason, each evaluation shall be limited to observations made only during the specific rating period involved.

2.4 **Inadequate Knowledge** - The first job of an immediate supervisor is to know their employees. He/she should learn their needs, career goals, problems, interest, and other aspects of behavior which make that person an individual and which may impact upon their performance. Without seeming to pry, the supervisor should attempt to learn as much about their employee as possible. This can be done through:

2.4.1 A proper, intensive evaluation interview;
2.4.2 Spending time with employees while they are on duty;
2.4.3 Occasionally having a lunch or dinner break with them. Evaluation of each new subordinate (due to transfer or recently hired) should be undertaken only after intensive consultation of the employee's previous supervisor and/or examination of relevant records.

2.5 **Error of Central Tendency** - This error is common among raters who feel they have inadequate information on which to base their evaluation and who seek to avoid the extremes of the rating scale being used. Instead, the supervisor tends to keep their evaluation "safe" in the "middle of the road." Such errors of central tendency are due to a fear on the part of the rater to have to defend a "high" or low" rating to his subordinate or to his supervisor who would review the evaluation report.

2.6 **Leniency** - Some supervisors seek to avoid hostilities by over-rating their employees. Another motive is to attempt to divert attention of supervisors from what could otherwise be a reflection on the supervisor's ability to direct, train, and discipline his/her subordinates.

2.7 **Severity** - Some supervisors are too severe in the expectations they have of their subordinates. The qualities they seek are much greater than that expected by Command and are unrealistic, in light of the actual requirements of the job.

3 **THE PERFORMANCE EVALUATION INTERVIEW**

The evaluation interview is an extremely important part of the performance evaluation process. In many ways it is more important than the completion of the rating form, because, properly conducted, the interview sets the tone for future development of the employee. The interview must be properly planned and executed by the supervisor--it is a high priority supervisory function, and outside interruptions should be avoided, if possible. Adequate time should be allocated to the interview to permit intensive, meaningful discussion between the employee and the supervisor. This interview should never be hastily completed nor "fit in where fill time is available."
3.1 **Objectives of the Evaluation Interview** - The supervisor shall plan and execute the interview with the following objectives in mind: (35.1.9)

3.1.1 Results of the performance evaluation just completed.

3.1.2 Level of performance expected, rating criteria or establishing objectives and goals for the new reporting period; and

3.1.3 Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee’s position.

3.1.4 Voluntary program of continuing education or training for development of employee skills or knowledge. Does not have to be related to employment.

3.2 **Setting** - The location of the evaluation should be in a quiet, business-like atmosphere. Privacy is extremely important so that the employee does not feel as if the supervisor is opening the records to examination by third parties. Though business-like, the setting should establish a rapport between the supervisor and the employee conducive to constructive discussion.

3.3 At the conclusion of the interview the employee will be afforded the opportunity to sign and date the rating form. They will be allowed to make written comments that shall become a permanent part of the evaluation report. (35.1.10)

3.3.1 The employee's signature is not required as an indication of agreement with the evaluation. The signature indicates the employee was given an opportunity to both view and discuss their evaluation as prepared by the rater.

3.3.1(a) If an employee refuses to sign the evaluation report, the supervisor shall write "refused to sign" on the rating form. The supervisor shall then prepare a narrative report detailing the reasons, if given, the employee refused to sign.

3.4 **Distribution of Forms** - At the conclusion of the interview, the rater will distribute the evaluation reports as follows:

- 1 set to the employee (35.1.11)
- 1 set to the supervisor’s personnel file
- 1 set up the Chain of Command (originals)

3.5 **Grievance of Performance Evaluations** - Appeals of performance evaluations are to be made through the employee’s chain of command. (35.1.12)

3.6 **Retention of Evaluation Forms** - Copies of the Performance Evaluation shall be retained in the employee’s personnel file located in the Office of the Chief of Police throughout the tenure of that employee. The original record shall be forwarded to the Director of Human Resources, City of Springfield, and shall be retained in that department no less than five years following the termination,
resignation, or retirement of the employee, as required by the Missouri Secretary of State. (35.1.13)

4 PROBATION PERIODS
4.1 All employees of the Department recommended for removal or extension of probationary status will sign their names and date of review on the report, which is prepared by their immediate supervisor.

4.2 Probationary periods of all employees will exist for a period of six months after employment or promotion and may be extended an additional six months with approval of the Chief of Police.

5 EXCEPTIONAL PERFORMANCE EVALUATION REPORTS
5.1 PERFORMANCE EVALUATION FOR ENTRY-LEVEL, PROBATIONARY EMPLOYEES
5.1.1 An in-depth evaluation of an employee's job performance during their probationary period shall be conducted on at least bi-monthly basis (every two months). Such evaluation should include the following issues and observations: (35.1.3)
5.1.1(a) Specific examples of job performance
5.1.1(b) Current level of development
5.1.1(c) Work attitude
5.1.1(d) Quality and volume of work
5.1.1(e) Judgement
5.1.1(f) Other appropriate indicators of performance appropriate to the job

5.1.2 Evaluation processes for probationary police officers shall be conducted as follows:
5.1.2(a) During Academy Training: The Training Unit Supervisor shall continuously evaluate performance based upon test performance, inspections, and evaluation of conduct. Written feedback shall be provided for critical incidents and substandard performance.

5.1.2(b) During Field Training and Evaluation Program the Field Training officer becomes the Recruit Officer's "immediate supervisor" for training and evaluation purposes. During this period, the FTO will complete a Daily Observation Report. A Quarterly FTO Report will be completed at the end of each quarter of the 13 week squad rotation cycle about every 13 workdays.
5.1.2(c) Following FTEP: During the balance of the probationary period, the Squad Supervisor will utilize the City of Springfield approved performance evaluation rating form to evaluate performance on at least a bi-monthly basis. These reports will be reviewed and approved by the employee's chain of command.

5.1.3 Other entry-level, probationary employees shall receive a bi-monthly performance evaluation utilizing the City of Springfield approved performance evaluation rating form. These evaluation reports will be reviewed and approved by the employee's chain of command.

5.2 Special Evaluations

5.2.1 When an employee is transferred, retires, is promoted or demoted, the previous (losing) supervisor shall prepare an evaluation of the employee's performance. The evaluation shall show a continuity of dates since the employee's last evaluation.

5.2.1(a) Distribution of forms - the rater will distribute the evaluation report as follows:
- 1 set to the employee
- 1 set to the employee's new supervisor
- 1 set up the Chain of Command (originals)

5.2.2 A supervisor shall prepare an evaluation report any time an employee is on extended absence from their normal work assignment. Extended leave is considered anything in excess of 60 calendar days. The evaluation shall show an expected return to normal duty date. The evaluation shall show a continuity of date since the employee's last evaluation. These types of evaluations will be utilized to cover situations such as the following:

- Extended training programs (FBI Academy)
- Workers compensation injuries
- Personnel injuries and/or illnesses
- Detached assignments

5.2.2(a) Distribution of forms - the rater will distribute the evaluation report as follows:
- 1 set to the employee
- 1 set to the supervisor's personnel file
- 1 set up the Chain of Command (originals)

5.2.3 When a supervisor is transferred, retires, is promoted or demoted, they shall prepare an evaluation of all personnel that reported directly
to them. Each evaluation shall show a continuity of dates since the employee's last performance evaluation.

5.2.3(a) Distribution of forms - the rater will distribute the evaluation report as follows:
• 1 set to employee
• 1 set to employee’s new supervisor
• 1 set up the Chain of Command (originals)

6 PERSONNEL INFORMATION UPDATE

6.1 In order to maintain the most current personal information regarding employees, each employee will be required to complete a Personnel CAD Action Form at the time of their annual evaluation. (Refer to SOG 308.3, Section 1.2.1(c)).

6.2 The evaluating supervisor will forward the completed Personnel CAD Action Form in a sealed envelope to Research and Development for entry into the CAD system.

1 Section added 6-29-98.
Radio Number Assignments

I Policy

The Springfield Police Department hereby establishes a policy of radio number assignment.

II Procedure

1 RESPONSIBILITIES

1.1 Each supervisor is responsible for insuring that radio numbers are assigned as per the following guidelines whenever a subordinate will be using a police radio.

1.2 Supervisors shall be responsible for notification of Communications personnel to provide necessary information whenever there is a deviation from the normal assignments of radio numbers.

1.3 All employees will utilize the appropriate assigned radio call numbers in the performance of their duties when such duties require the use of the police radio. Except in extreme cases, the use of personal names will be avoided.

2 NUMBER ASSIGNMENTS - GENERAL
2.1 Series of Number Assignments - Each section has been assigned a specific series or subseries of numbers to identify its field units. A supervisor is indicated by the use of a zero in the last position of the radio number (the only exceptions being certain units in the administration category.)

1 - 99 Administration
100 - 450 Patrol Section.
451 - 459 COP Officers
500 - 599 Traffic Section.
700 - 799 Community Services.
800 - 999 Outside agencies.

2.2 Special Identifiers - Radio numbers may be modified in some instances to show special status of the unit, the special unit identifier shall be inserted between the first and second digit of the radio number.

2.2.1 "A" (Adam) - Designates that the unit is a two officer unit.
2.2.2 "B" (Boy) - Designates that the unit is a bicycle unit.
2.2.3 "C" (Charles) - Designates that the unit has a Police Chaplain as a rider.
2.2.4 "F" (Frank) - Designates that the unit has two officers, one of which is in training.
2.2.5 "H" (Hotel) - Designates that the officer is a hostage negotiator.
2.2.5(a) Hotel 1 - Primary Hostage Negotiator.
2.2.5(b) Hotel 2, 3, etc. - Secondary Hostage Negotiators.
2.2.6 "K" (King) - Designates canine unit.
2.2.7 "O" (Ocean) - Designates an off-duty officer. The designator shall be inserted between the first and second digits of the officer's serial number.

Examples:
- A two man unit assigned to beat 14 on first watch: 1A14 (One - Adam - Fourteen)
- An off-duty officer with DSN# 444: 4O44 (Four - Ocean - Forty-four)

3 SPECIFIC NUMBER ASSIGNMENTS
Car 1 - Car 19 Administration
Car 1 - Chief of Police
Car 2 - Not Assigned
Car 3 - Support Services Division Commander
Car 4 - Uniform Operations Division Commander
Radio Number Assignments

Car 5 - Administrative Division Commander
Car 6 - Investigations Division Commander
Car 7 - 15 Not Assigned
Car 16 - Car 17 Community Chaplains
Car 18 - Car 19 Not Assigned
Car 20 - Car 59 Administrative Division
Car 20 - Policy Development Supervisor
Car 21 - Car 29 Policy Development Personnel
Car 30 - Crime Analysis Unit Supervisor
Car 31 - Car 39 Crime Analysis Personnel
Car 40 - IIAU Supervisor
Car 41 - Car 49 IIAU Personnel
Car 50 - Research & Development Supervisor
Car 51 - Car 59 Research & Development Personnel
Car 60 - Car 99 Support Services Division
Car 60 - Resource Management Supervisor
Car 61 - Car 65 Not Assigned
Car 66 - Car 69 Records
Car 66 Not Assigned
Car 67 Quartermaster
Car 68 Property
Car 69 Records Administrator
Car 70 - Training Supervisor1
Car 71 - Range Officer
Car 72 - In-Service Coordinator
Car 73 - Academy Coordinator
Car 74 - Physical Fitness Coordinator
Car 75 - Range Officer
Car 79 - Training Section Commander
Car 80 - Jail Supervisor
Car 81 - Car 84 Jail/Lab
Car 85 - Car 86 Prisoner Transportation:
   1st Watch - 185 or 186
   2nd Watch - 285 or 286
   3rd Watch - 385 or 386
Car 87 - Car 89 Not Assigned
Car 90 - Crime Prevention/DARE Supervisor
Car 91 - Car 99 Crime Prevention/DARE Personnel
100 - 599 Uniform Operations Division

1 Training Section Number assignments revised per Policy Change Order 99-007.
Radio Number Assignments

100 - Operations Commander
200 - Zone 1 Commander
300 - Zone 2 Commander
400 - Day Watch Commander
500 - Traffic Commander

The first digit indicates the watch; the second digit indicates the zone (if a zero, the unit is not assigned to any specific zone); the third digit indicates specific unit assignment - zero for commander, 1 through 7 for beat designation if assigned to a zone, 8 and 9 for specialized units.

100 - 199 - First Watch
   101 - 109 Not Assigned
   110 - Squad Leader, Zone I
      111 - 118 Beat Officers, Zone I
      119 - Major Crimes Investigator, Zone I
   120 - Squad Leader, Zone II
      121 - 128 Beat Officers, Zone II
      129 - Major Crimes Investigator, Zone II
   130 - 149 Not assigned
   150 - 199 Not Assigned

200 - 299 Second Watch
   201 - 209 Not assigned
   210 - Squad Leader, Zone I
      211 - 218 Beat Officers, Zone I
      219 - Major Crimes Investigator, Zone I
   220 - Squad Leader, Zone II
      221 - 228 Beat Officers, Zone II
      229 - Major Crimes Investigator, Zone II
   230 - 249 Not assigned
   250 - 299 Not Assigned

300 - 399 Third Watch
   301 - 309 Not assigned
   310 - Squad Leader, Zone I
      311 - 318 Beat Officers, Zone I
      319 - Major Crimes Investigator, Zone I
   320 - Squad Leader, Zone II
      321 - 328 Beat Officers, Zone II
      329 - Major Crimes Investigator, Zone II
   330 - 399 Not Assigned

400 - 429 Day Overlap & Others
   401 - Staff Officer
   402 - 409 Not Assigned
SOG 301.1
Radio Number Assignments

410 - Squad Leader
  411 - 418 Beat Officers, Zone I
  419 - Major Crimes Investigator
420 - Squad Leader
  421 - 428 Beat Officers, Zone II
  429 - Major Crimes Investigator
430 - 439 Not Assigned
440 - 449 SMSU Substation
  440 - SMSU Substation Supervisor
  441 - 449 SMSU Substation Officers
  450 - 459 COP Officers
460 - 469 Canine Officers

490 - Squad leader
  491 - 498 Special Operations Units
  499 - Major Crimes Investigator

500 - 599 Traffic Section
  500 - Traffic Section Commander
    501 - Administrative Assistant
    502 - 504 LSOA Investigators
    505 - 508 Traffic Services Officers
    509 - DWI Officer
  510 Traffic Sergeant
    511 - 519 Traffic Officers
  520 Traffic Sergeant
    521 - 529 Traffic Officers
  530 - 580 Traffic Special Operations
  581 - 589 Handicap Parking Enforcement (HEAT)
  590 - 599 Traffic Special Operations
SOG 301.1
Radio Number Assignments

700 - 799 Community Services
- 700 - Commander
- 701 - PIO
- 702 - 703 - Crime Prev. Officer
- 704 - 709 Elem. DARE Officers
- 711 - 714 - Beat 11 PAR
- 715 - 719 - Mid. DARE Officers
- 720 - Zone 2 Sgt.
- 721 - Beat 21 PAR
- 722 - Beat 22 PAR
- 723 - Beat 23 PAR
- 724 - Beat 24 PAR
- 725 - 729 Unassigned
- 730 - Unassigned
- 731 - Mall Subst. Officer
- 732 - 738 - Mall OT Officers
- 739 - Mall CPL
- 740 - SMSU Supervisor
- 749 - SMSU Corporal
- 750 - Unassigned
- 751 - Park Central Officer
- 752-758 - PC Overtime Officers
- 759 - PC Corporal
- 760 - Unassigned
- 761 - 768 - Grant Beach Overtime Officers
- 769 - GB Corporal
- 770 - Unassigned
- 771 - Commercial Street Officer
- 772 - 778 Commercial Street Overtime Officers
- 779 - Commercial Street Corporal
- 780 - Reserve Capt.
- 781 - Res. Lt.
- 782 - Res. Sgt.
- 783 - 789 - Reserve Officers
- 790 - Res. Lt.
- 791 - Res. Lt.
- 792 - Res. Sgt.
SOG 301.1
Radio Number Assignments

793 - 796 - Res. Officer
800 - 999 Outside Agencies - These are agencies or groups other than Springfield police who have mobile or portable radios equipped to transmit and receive on one of the frequencies assigned to this department.

800 - 814 Springfield Regional Airport Security
   800 - Airport Emergency Base Station
      801 - 814 Security Officers
815 - 849 Springfield R-12 School Security
   815 - Security Department Head
      816 - 849 Security Officers, Buses, and Related
850 - 859 Evangel College Security
   850 - Security Department Head
      851 - 859 Not assigned.
860 - 879 Southwest Missouri State University Security
   860 - Security Department Head
      862 - 879 Security Officers
890 - 899 Public Works
   890 - Signal Electrician Supervisor
      891 - 893 Signal Electricians
894 - 899 Not assigned
900 - 906 Health Department
   900 - Rabies Control Supervisor
      901 - 906 Rabies Control Officers
907 - 910 Not Assigned
911 Communications Department Director
907 - 919 not assigned
920 - 929 Greene County Prosecutor's Office
   920 - Prosecutor
      921 - Investigator
      922 - 929 Not assigned
930 - 949 U. S. Government Agencies
   930 - 934 Not assigned
   935 Secret Service - Agent in Charge
      936 - Secret Service Agent
   937 - U.S. Medical Center for Federal Prisoners
      938 - 939 Not assigned
940 - 944 U. S. Marshal's Office
   945 - 949 Not assigned
950 - 959 City Manager's Office
   950 - City Manager
      951 - Assistant City Manager
Radio Number Assignments

952 - 969  Not assigned
  970 - 975  Parks Department
  970 - Park Ranger Supervisor
  971 - 975  Park Rangers
976 - 979  Burlington Northern Railroad Special Agents
980 - 999  Not assigned
General Police Radio Procedure

I  Policy

It will be the policy of this Department for members providing or requesting information by police radio to utilize concise, clear text word descriptions with the only exceptions being contained in this procedure. Clear text word transmissions are the utilization of standard American English with appropriate police terminology in radio communication.

II  Definitions

CAD - Computer Aided Dispatch

III  Procedure

1   RADIO CODES - The following are approved radio codes and their definitions. These codes are confidential and only for law enforcement personnel.
1.4 CODE 3 {SHORT IDENTIFIER} - Officer is in immediate physical danger, or officer down. Back-up officers should respond Code 3 unless circumstances dictate otherwise. (Communications will use alert 2 tone.)

Examples: [Radio Number], Code 3, Shots Fired or [Radio Number], Code 3, Officer Down.

1.5 CODE 4 - No back up required or the situation is under control. Officers not already on scene should disregard.

1.6 CODE 5 - May be used by an officer who wants or needs to have other officers to stay away from his location.

Example: [Radio Number], Code 5, [Location]

1.7 CODE 9 - Known Police Character: Indicates the person being checked is a known police character and a Field Information Report (FIR) is required by the officer.

1.8 CODE 12 - Officer is in the presence of a subject that can hear radio traffic. Communications may ask the officer if he is "Code 12" or the officer may advise Communications that he is "Code 12."

1.9 CODE 13 - Wanted Person: Used by dispatcher to advise inquiring field officer that a person is wanted.

2 RADIO PROCEDURES

2.1 All radio communications will be conducted in accordance with the Federal Communications Commission (FCC) regulations and requirements. All procedures set forth in this SOG should be construed to follow FCC rules. Should this SOG conflict with the FCC rules, the FCC rules shall be followed. (81.1.2)

2.2 Giving Complainants’ Names - Dispatching the name of a complainant routinely is not necessary. If the officer arrives at the location and cannot find the complainant, he or she may ask the dispatcher for further information.

2.3 Dispatched Assignments - Assignments will contain four elements:
Location - If the location is a business, the dispatcher will, if possible, also identify the business by name.
Nature of the call. - Nature of the incident shall be described by plain voice word descriptions (burglary, robbery, disturbance, etc.).
Unit assignments
Time.

2.4 Reporting Officer - Normally, the officer assigned to the beat in which the request for police service originates will be in charge and responsible for reporting. When two units are assigned out of their beats or both assigned
SOG 301.2
General Police Radio Procedure

units are sharing the same beat, the first unit called will always be the unit in charge and responsible for reporting unless changed by a supervisor.

2.5 The dispatcher shall assign backup units as soon as assistance is available. Single units assigned to such calls should use appropriate discretion in approaching calls that may require a backup.

2.5.1 The Altaris CAD system, which is computer generated, will make recommendations as to the number of officers to assign, and as to whether a patrol supervisor should respond to an incident. Dispatchers shall follow these recommendations. The criteria for these recommendations is based on the following: (81.2.5)

2.5.1(a) Crimes in progress;
2.5.1(b) Life threatening situations;
2.5.1(c) Potential for violence.
2.5.1(d) More than two (2) officers at the scene.
2.5.1(e) Officers, when called by dispatcher, shall respond with their radio assignment number and location (e.g. "213, Battlefield and Glenstone")

3 RADIO DISCIPLINE

3.1 Voice Tone - Members of the Police Department shall speak in a normal tone of voice, permitting persons receiving the message to accurately understand the information.

3.2Courtesy - Members of the Department shall avoid the use of slang, discourteous or argumentative language over the radio. Personal names and unofficial code numbers shall not be used.

3.3Brevity - Information from members of the Department broadcast over the police radio shall be as brief and concise as possible without interfering with the clear transmission of the message. Only necessary police information shall be broadcast over the police radio.

3.4Repetition - Members of the Department shall be attentive to information transmitted over the police radio to avoid unnecessary repetition of specific information. Employees should write down assignments as they receive them.

3.5Personal names will be used only when necessary or in emergency situations.

3.6Unofficial codes shall not be used.

4 USE OF ALERT TONES

4.1 Alert 1 Tone - Utilized by dispatchers to alert officers to priority one calls, tornado warnings and roll calls.
SOG 301.2
General Police Radio Procedure

4.2 Alert 2 Tone (Warble) - Utilized dispatchers when an officer is down or a Code 3 request is relayed. May also be used at any other time when a dispatcher may believe an officer is in serious danger.

5 RESPONSIBILITIES OF POLICE SUPERVISORS
5.1 The responsibility of insuring proper radio procedures and discipline rests with supervisors and commanding officers who shall continuously monitor and evaluate radio traffic.
5.2 During periods of heavy calls for service or calls requiring numerous units to respond, supervisors shall coordinate response with the dispatchers.

6 RESPONSIBILITIES OF FIELD UNITS (81.2.5)
6.1 Code 3 Response - "Immediate response" or urgent "Priority 1" call is not to be construed to mean a Code 3 response is necessary, although that may be the recommended response. (See SOG 304.2, Section 3.2)
6.2 Patrol field officers have been provided with portable radios to keep them aware of radio communications, even though they may be out of service. It is their responsibility to respond if they can be available for a high priority call and the situation in which they are involved no longer requires their presence.
6.3 Officers will advise dispatcher when out of service, e.g. arrival on call, traffic stop, check out a person, on break. Dispatcher shall make this entry of out of service in the CAD System.
6.4 Response by Other Units - It is the responsibility of traffic, detective and/or other units in the field that are in service to respond when a unit is needed for a high priority call.
6.5 If the officer needs to communicate with an interacting agency and is not able to do that by radio, the officer shall contact the dispatcher who then will contact the interacting agency and relay the officer's communication.
6.6 Officers will be identified during radio transmissions in accordance with SOG 301.1, Radio Number Assignments.

7 USE OF MULTI-AGENCY RADIO FREQUENCIES
7.1 Patrol cars assigned to major crime investigators, supervisors and commanders are equipped with two-way radios containing frequencies that allow conversation between the Springfield Police Department and other agencies. Those frequencies are:
7.1.1 Mutual Aid (National Law Enforcement Emergency Channel);

1 Section 7 added 1-20-98.
7.1.2 All Sheriffs (State Sheriff’s Channel)

7.2 These frequencies may be used, when appropriate, to converse with other emergency service agencies. The Springfield Emergency Communications Department does not actively monitor the Mutual Aid channel unless advised to do so by a supervisor. It does not have the All Sheriffs frequency at all.

7.3 Public agencies such as the Missouri Highway Patrol, most sheriff's departments and the State Emergency Management Agency, as well as many volunteer fire personnel and private ambulance and wrecker services have the capability to monitor and transmit via the Mutual Aid channel.

7.3.1 Supervisors may find the Mutual Aid channel useful in instances involving joint-agency responses such as: crime scenes, manhunts, disasters, pursuits, etc.

7.3.2 The All Sheriff's frequency is primarily used for base to base conversation, but officers could use it to contact another law enforcement agency when no telephone is available.

7.4 Officers using these frequencies shall operate in a professional manner at all times and follow procedures as outlines elsewhere in this SOG. Officers should be aware that most other agencies operate using 10-codes.

7.5 At no time should supervisors have "all units switch to Mutual Aid," since district cars are not equipped with such radios. Operations involving SPD personnel will always be conducted on the regular frequencies assigned to the SPD (channels 1, 2 or 3).

7.6 In instances involving a multi-agency response, the SPD supervisor should advise the Springfield Emergency Communications Department to actively monitor the Mutual Aid channel when it is appropriate. The SECD is responsible for ensuring that SPD personnel are made aware of pertinent information that is broadcast on Mutual Aid by other agencies by re-broadcasting such information on the regular SPD frequencies.

7.7 When transmitting on Mutual Aid, Springfield police units will be referred to as "Springfield police car..." Example: "Springfield police car 120 to Greene County Sheriff's car 463 on Mutual Aid." Officers must announce which channel they are transmitting on during the initial transmissions. Officers shall use the FCC call sign assigned to the Springfield Police Department when ending their final transmission. This sign is KAB-462.

7.8 The mobile Mutual Aid radios have a normal range of about 5-10 miles, depending on terrain.

7.9 Officers who need additional guidance concerning the use of multi-agency radio frequencies should contact a commander.
SOG 301.2
General Police Radio Procedure
Prioritization of Calls for Service

I  Policy

All requests for service that require a response from the police department shall be assigned a priority. Responses to requests for service shall be to the highest priority calls first.

II  Procedure

1  ESTABLISHING PRIORITY - Priority of a call shall be established by using the following general guidelines:

   1.1  Priority 1 - A life threatening situation or where serious injuries are believed to exist and immediate police response is necessary. Dispatchers will use alert 1 tone when dispatching a priority 1 call.

   1.2  Priority 2 - A crime in-progress or having just occurred, where there is no known threat to life or serious injury. Requires immediate police response for apprehension of suspects or timely gathering of evidence.

   1.3  Priority 3 - A past criminal or non-criminal situation requiring citizen contact. Immediate police response is not required for apprehension of suspects or timely gathering of evidence. (Police field supervisors will be notified of pending priority 3 call for service.)
SOG 301.3
Prioritization of Calls for Service

1.4  Priority 4 - A past criminal or non-criminal situation that may not require citizen contact. (i.e.: barking dogs, noise disturbances, past attempted burglaries, found property, etc.) Priority 4 calls may be held for the beat officer.

1.5  Priority 5 - TELCOM reports.

1.6  Priority 6 - Deferred response. (i.e.: Traffic Services Officers, Signal Electrician)

2  ASSIGNMENT OF PRIORITY

2.1  The police department shall assign a priority to each type of call identified by the police department and the communications department. (Attachment 1)

2.2  The priority shall be attached to the call type through the Computer Aided Dispatch System causing the priority of a call to be automatically assigned to the call.

3  CHANGING OF PRIORITY

3.1  A particular call for service may be upgraded or downgraded at any time due to circumstances that are revealed that may change the need for normal response to the type of call received. Upgrading or downgrading the priority for a call for service is at the option of Communications personnel, Tel-Com personnel and officers responding to the call.

3.2  Review of computer generated priority assignments shall be done annually by the police department. Any changes deemed necessary shall be made by the communications department.

3.3  A call type may have its priority changed at any time by direction of the Chief of Police.

III  Attachments

1  Call types
Notification Procedures

I Policy

To establish procedures to notify the medical examiner, street/highway department personnel, public utilities, and news media.

II Definitions

ECD - Emergency Communications Dispatch

III Procedure

1 MEDICAL EXAMINER

1.1 It will be the responsibility of the investigating officer to notify the medical examiner.

1.2 The medical examiner shall be notified when any person dies within the city limits under the following circumstances:

1.2.1 Violence by homicide, suicide, or accident.

1.2.2 Thermal, chemical, electrical, or radiation injury.

1.2.3 Criminal abortions, including those self-induced.

1.2.4 Disease thought to be of hazardous and contagious nature or which might constitute a threat to public health; or when any person dies:
1.2.4(a) Suddenly when in apparent good health;
1.2.4(b) When unattended by a physician, Chiropractor, or an accredited Christian Science practitioner, during the period of thirty-six hours immediately preceding his death;
1.2.4(c) While in the custody of the law, or while an inmate in a public institution;
1.2.4(d) In any unusual or suspicious manner.

2 STREET/HIGHWAY DEPARTMENT PERSONNEL
2.1 Officers will advise ECD to notify the appropriate street/highway department personnel under the following conditions:
2.1.1 Electrical signal malfunctions;
2.1.2 Signs down;
2.1.3 Placement of temporary traffic control devices;
2.1.4 Removal of road hazards (debris in roadway);
2.1.5 Specific locations where inclimate weather creates hazardous road conditions;
2.1.6 Dead animals in roadway.

2.2 ECD will be responsible for notifying the appropriate street/highway department personnel after receiving notification from the officer.

3 PUBLIC UTILITIES
3.1 Officers will advise ECD to notify the appropriate public utility when the following occurs:
3.1.1 Gas leaks;
3.1.2 Electrical power lines down;
3.1.3 Electrical power outages;
3.1.4 When conditions exist that utilities need to be disconnected.

3.2 ECD will be responsible for notifying the proper public utilities after notification by officer.

4 NEWS MEDIA
4.1 If media is present at the crime scene or incident that police are present, it shall be the responsibility of the supervisor at the scene to make contact with the media.

4.2 For information on news media relations, i.e. what can be released and what is not public information, refer to SOG 303.1, Public Information, and SOG 302.3, News Media Relations.
SOG 301.5
Notification Procedures

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November 19, 1999
Telcom Call Handling Procedures

I Policy

It is the policy of the Police Department to ensure that requests for service are handled in the most expedient manner possible. Some types of calls can be effectively handled via telephone, in person at Police Headquarters, or by mail. These calls will be handled by civilian personnel or by Police Officers assigned to Records.

II Procedures

1 Telcom calls are requests for service that do not require the presence of an officer at the scene. These are calls where the protection of life or property is not an issue and they may be diverted to Telcom for processing. Criteria for Telcom calls: (81.2.14)

1.1 An offense if not in progress or just occurred.

1.1.1 Exception: LWOP (gas drive-off – leaving without paying) reports are filled out and submitted later by the managers of the stores on report forms distributed to the victim stores.

1.1.2 Exception: Stolen Vehicle that just occurred unless citizen demands an officer. Information about a “just occurred” stolen vehicle can
more speedily be put out to all officers by first alerting the dispatchers, then taking the report by phone, and getting a copy of the report to the MULES operator as soon as the report is finished rather than waiting for an officer to be dispatched and then bring in the report to the MULES operator.

1.2 No offender is at the scene who presents either a continued threat to persons or property or the opportunity for an apprehension if a field unit was dispatched.

1.3 The incident is not a type of offense or in combination with other offenses for which department policy specifies on-the-scene investigation.

1.4 There is no physical evidence to be collected nor witnesses to be interviewed at the crime scene.

1.5 There are no other circumstances present (e.g., injuries) that would lead the calltaker to believe it would be appropriate for an officer to respond to the scene.

2 The following call types will normally meet the criteria for a Telcom call. These reports will be taken by Telcom personnel via phone or in person.

2.1 ACCIP - Accident, Non-MVA, past
2.2 DISGP - Disturbance, general, past
2.3 DISNP - Disturbance, noise, past
2.4 FORGA - Forgery, attempted
2.5 FORGP - Forgery, past
2.6 HARASS - Harassment, all activity
2.7 INEXP - Indecent Exposure, past
2.8 LPROP - Lost property
2.9 MISC – Miscellaneous/All other
2.10 MPADLT – Missing Person, Adult – (In person)
2.11 MPEND – Missing Person, Endangered – (In person)
2.12 MPJUV – Missing Person, Juvenile – (In person)
2.13 MVAP - Mtr Veh Accident, Past
2.14 STLGA - Stealing, attempted
2.15 STLGJ - Stealing, just occurred (See 1.1)
2.16 STLGP - Stealing, past
2.17 VANDP - Vand/Prop Damage, past

3 CALLER INSISTS ON RESPONSE

3.1 IF THE CALLER INSISTS ON A POLICE OFFICER BEING DISPATCHED, TELCOM PERSONNEL WILL EXPLAIN THIS CALL TYPE IS NORMALLY HANDLED OVER THE PHONE.
3.2 IF THE CALLER STILL INSISTS ON AN OFFICER BEING DISPATCHED, TELCOM PERSONNEL WILL EXPLAIN THE CALL IS BEING TRANSFERRED.

3.3 THE CALL IS THEN TRANSFERRED TO [REDACTED] WITH AN EXPLANATION TO THE CALLTAKER OF THE REASON FOR THE CALL.

3.3.1 THE [REDACTED] NUMBER WILL NOT BE RELEASED TO THE GENERAL PUBLIC.

4 CALLER INSISTS ON REPORT

4.1 IF THE CALLER INSISTS ON A REPORT BEING MADE EVEN THOUGH THE REPORT MAY NOT MEET THE CRITERIA SET OUT ABOVE, A REPORT CAN BE WRITTEN AT THE SUPERVISOR’S DISCRETION.
It shall be the policy of the Springfield Police Department to maintain open lines of communication with the public, encouraging citizens to voice their opinions and suggest methods of improvement for law enforcement within the City of Springfield.

The Springfield Police Department will develop and implement proactive community oriented crime prevention programs. It shall be the responsibility of all personnel to familiarize themselves with the crime prevention philosophy and programs of this Department, and actively support these programs to ensure their successful operations.

II Procedure

1 CRIME PREVENTION PROGRAMS (45.1.1)
   1.1 Crime prevention programs will be established by analyzing local crime data and evaluating the concerns of the community.
   1.2 These programs will address community perceptions or misperceptions of crime.
   1.3 The evaluation of crime prevention programs will be conducted through solicitation of citizens' viewpoints collected by public meetings, surveys, etc.
The results of these surveys will be used to determine whether to continue, modify or discontinue a particular program.

2 CRIME PREVENTION GROUPS (45.1.2.  45.1.3)
2.1 The COP/Crime Prevention Unit will assist in organizing residential and business crime prevention groups, such as:
   2.1.1 Neighborhood Watch Groups
   2.1.2 Neighborhood Associations
   2.1.3 Schools, utilizing the Springfield Police Department's D.A.R.E curriculum
2.2 The COP/Crime Prevention Unit shall "if granted the opportunity,"
   2.2.1 Provide crime prevention input into development and/or revision of zoning policies, building codes, fire codes, and residential/commercial building permits.

3 COMMUNITY RELATIONS (45.2.1)
3.1 The COP/Crime Prevention Unit shall maintain strong community relations and provide the following:
   3.1.1 Establishing a liaison with formal community organizations and community groups.
   3.1.2 Delegating responsibility for achieving the department's community relations objectives to all agency personnel by familiarization with various crime prevention programs and providing updates of newly instituted activities.
   3.1.3 Update and develop new community relations policies for the department.
   3.1.4 Publicizing agency objectives, problems and successes.
   3.1.5 Maintaining an open line of communication between citizen’s organizations and the department.
   3.1.6 Continually evaluating methods of police-community relations.
   3.1.7 Identify department training needs through the use of information provided by citizen representatives, internal investigations and supervisors.
   3.1.8 Aid in the formation of community groups where they are needed.

4 REPORT TO CHIEF (45.2.2)
4.1 The COP/Crime Prevention Unit supervisor shall prepare a quarterly report to the Chief of Police routed through the chain of command, containing the following information:

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2 Section 4.1 and sub-sections revised per Policy Change Order 99-009, 1-22-99.
4.1.1 A description of current concerns voiced by the community;
4.1.2 A description of potential problems that have a bearing on law enforcement activities within the community;
4.1.3 A statement of recommended actions that address previously identified concerns and problems;
4.1.4 A statement of progress toward addressing previously identified concerns and problems.

4.2 On a quarterly basis, the Community Services Section Commander or designee shall meet with staff representatives to receive relevant information from sources within their respective units and shall include but are not limited to representatives from: (45.2.3)

4.2.1 COP/Crime Prevention Unit;
4.2.2 Public Information Officer;
4.2.3 Criminal Investigations Section;
4.2.4 Narcotics Enforcement Team;
4.2.5 Organized Crime and Vice Unit;
4.2.6 Crime Analysis Unit;
4.2.7 Inspections and Internal Affairs Unit;
4.2.8 Training Unit;
4.2.9 Traffic Services Section.

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3 Section 4.2 and sub-sections added per Policy Change Order 99-009, 1-22-98.
Volunteer Employees

I Policy

It is the policy of the Springfield Police Department to actively utilize the special skills and general desire to contribute to the community that may be found in civilian volunteers. The primary function of volunteers is to contribute to the overall mission of the Department, by augmenting the existing personnel resources.

II Definitions

Police Reserve Officer - part-time, sworn law enforcement officers serving without compensation, possessing the same authority as a full time officer, and used to supplement the agency's day-to-day delivery of police services.¹

Police Chaplain - members of the clergy within the community who volunteer their time to assist in serving the community and the police department personnel in matters that require spiritual support.

¹ Definition revised per Policy Change Order 99-017, 3-11-99.
Volunteer Employees

Police Cadet - part time, non-sworn youths between the ages of 16 and 21 years of age, serving without compensation for the purpose of supplementing the resources of the police department while, at the same time, preparing for a career in policing.

Police Volunteer (Auxiliaries) - part-time, non-sworn civilian employees, serving without compensation, as volunteer support personnel.

III Procedures

1 POLICE RESERVE OFFICERS (16.3.1, 16.3.4, 16.3.5, 16.3.6, 16.3.7)

1.1 Current Police Reserve Officers have law enforcement powers equivalent to that of a full-time officer, per Chapter 29, Article 2, of the General Ordinances of the City of Springfield.

1.1.1 Reserve Officers have the authority to enforce all laws, statutes, and ordinances of the City of Springfield, the State of Missouri, and the United States of America. (16.3.1)

1.1.2 Any full time sworn Springfield Police Officer shall have command authority over any Reserve Officer, regardless of rank or time in service. (16.3.1)

1.1.3 When assigned to a specific unit or section, Reserve Officers shall come under the direction and supervision of the commanders and supervisors of that unit or section. (16.3.1)

1.1.4 Reserve Officers may routinely perform any function or duty of a full time sworn Springfield Police Officer as authorized by the Chief of Police. (16.3.1)

1.1.4(a) Only those Reserve Officers authorized by the Chief of Police may act in the stead of a full time sworn officer without the direct and immediate supervision of a full time sworn officer. (16.3.1)

1.2 Reserve Officers are those officers who meet the designated criteria for recruitment, selection, and training standards, at the time that they were appointed. No current recruitment, selection, or training standards exist, as the Police Department shall not be hiring additional Reserve Officers beyond those that were commissioned on or before January 1, 1994.

1.3 Reserve Officers shall meet continuous education training requirements equivalent to those required of full time officers, as specified by the Missouri Department of Public Safety. This will include use of force training, and firearms proficiency. This training will be coordinated quarterly between the

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2 Section revised per Policy Change Order 99-017, 3-11-99.
3 Section revised per Policy Change Order 99-017, 3-11-99.
1.4 The Community Services Section Commander shall be the commanding officer of the Police Reserve Unit. (16.3.1)

1.4.1 He shall have responsibility for direction, coordination, control, and overall management of the unit.

1.4.1(a) The Reserve Unit shall be organized in a structure consistent with the Police Department organization.
- The highest-ranking member of the Reserve Unit shall hold the rank of Reserve Captain.

1.4.1(b) Reserve Officers shall comply with the same Standard Operating Guidelines as other members of the Department.

1.4.1(c) Reserve officers may not appeal a disciplinary decision made by the Chief of Police.

1.4.1(d) Reserve Officers shall be promoted and assigned to various ranks within the Reserve Unit using a selection system approved by the Chief of Police.

1.4.2 Any request to utilize the Reserve Unit, over and above normal scheduling, shall be routed through the Community Services Section Commander.

1.4.2(a) All officers of the Reserve Unit are subject to duty in the event of a civil emergency or disaster, at the discretion of the Uniform Operations Division Commander or the Chief of Police.

1.4.2(b) Reserve Officers are expected to meet minimum monthly duty requirements as established by the Chief of Police.

1.4.3 Reserve supervisory and command officers shall be responsible for direction, coordination, and control of Reserve Officers at those activities exclusively under Reserve Police supervision. (16.3.1)

1.4.4 The Reserve Command shall be responsible for maintaining those records and reports required by the Chief of Police for control and/or evaluation of the Reserve Unit.

1.4.4(a) Personnel and financial records as directed by the Community Services Commander.

1.4.4(b) Training records will be maintained in the Training Unit.

1.5 Reserve officers shall wear a uniform consistent with the regular Springfield Police Uniform except the shoulder patches on both shoulders, shall designate that they are Reserve officers. The brass breast badge shall also signify that the officer is a Reserve Officer. (16.3.4)
1.6 The Reserve Unit is authorized to maintain an independent fund, for the purpose of purchasing uniforms, equipment, or services, which will enhance the ability of the unit to accomplish its mission. Monies may be donated into this fund by organizations for which the unit provides services, and may be distributed among unit personnel for the purpose of purchasing uniforms, equipment and services.

1.7 Further guidelines for the day-to-day operation of the Reserve Officers organization, shall be maintained in the Reserve operations manual.
1.7.1 This manual shall specify scheduling procedures, uniform allowance rates, promotional processes, etc.
1.7.2 This manual will be reviewed annually by the Reserve Captain and the Community Services Section Commander.

1.8 Reserve Officers have liability protection coverage equal to that of full time officers. (16.3.7)
1.8.1 This protection attaches to any incident incurred during the performance of official police duties.

2 POLICE CHAPLAINS UNIT
2.1 The Police Chaplains Unit is a unit of the Springfield Police Department involving local, volunteer clergy in service to the community and local police agencies, and assigned to the Community Services Section in the Uniform Operations Division.
2.1.1 Duties of a Police Chaplain may include:
2.1.1(a) Spiritual support of citizens involved in or impacted by violent crime and/or serious accidents or incidents involving the police.
2.1.1(b) Assisting the police in death notifications.
2.1.1(c) Assisting the community in severe disturbances or disasters.
2.1.1(d) Assisting the police in suicide or attempted suicide calls, hostage situations, etc.
2.1.1(e) Spiritually supporting employees involved in or impacted by violent incidents or accidents.
2.1.1(f) Supporting employees with ongoing spiritual guidance, personal consultations, and/or crisis counseling.

2.1.2 As per Missouri Revised Statute, 491.060, a chaplain is deemed incompetent to testify in court, to any information obtained in the course of his/her professional capacity. All such communication is confidential and privileged. When guidance is necessary Police Chaplains function under the authority of police personnel.

2.2 The following criteria must be met for persons to be accepted into the Police Chaplains Unit.
2.2.1 Must be a fully ordained or licensed minister of a recognized church or denomination in the Springfield area.

2.2.2 Must participate in In-Service training as outlined by the Springfield Police Department Training Academy.

2.2.2(a) Training will include, but not be limited to, the following:

- Radio procedures
- Basic defensive tactics
- Weapons familiarization (not usage)
- Local geography
- Familiarization with basic police functions and activities
- First Aid\CPR

2.2.3 Service as a Police Chaplain is at the discretion of the Chief of Police.

2.3 Scheduling shall be done by the Police Chaplains Unit, to ensure that at least one member is always on duty.

2.4 Further guidelines for the day-to-day operation of the Police Chaplains Unit may be found in the Police Chaplains Unit Articles of Constitution, subject to approval by the Chief of Police.

3 POLICE CADETS

3.1 The Springfield Police Cadets (SPC) are a supplemental resource to be utilized by the Department for activities that do not require a sworn officer. With the understanding that police work is inherently dangerous, police employees shall not knowingly expose cadets to high risk or dangerous situations.

3.3 Selection criteria and qualifications

3.3.1 An applicant shall be automatically disqualified and ineligible if he/she has plead guilty or nolo contendere to, or has been found guilty of, or has a pending indictment of any felony or serious misdemeanor charge (this includes ALL Missouri class A, B, C, and D felonies or their equivalents).

3.3.2 Cadets may remain in the organization until the end of the calendar year in which they turn 21.

3.3.3 Applicants shall possess a High School diploma or a G.E.D., or be enrolled in High School or attending G.E.D. classes.

3.3.4 Applicants shall not have any felony convictions, or serious misdemeanor convictions.

3.3.5 Applicants must possess, or obtain prior to appointment, a valid Missouri Driver's License.
3.3.6 Applicants shall pass a testing process, assigned to evaluate the following, as outlined in the Cadet Procedural Manual:

3.3.6(a) Aptitude
3.3.6(b) Physical agility
3.3.6(c) Medical fitness
3.3.6(d) Other skills or knowledge required by the Chief of Police.

3.4 Cadets shall, prior to appointment, complete all phases of the Cadet Training Academy, as outlined in the Cadet Procedures Manual.

3.5 The Springfield Police Cadets shall be assigned to the Police Training Unit.

3.5.1 A sworn officer shall be assigned as the Cadet Advisor.

3.5.2 The advisor shall be responsible for direction, coordination, control, and overall management of the unit.

3.5.3 The SPC Unit shall be organized in a structure consistent with the Police Department organization.

3.5.4 Cadets shall comply with the same Standard Operating Guidelines and the same City Merit System as other members of the Police Department, and are subject to the same disciplinary procedures as outlined in Training SO/SD 412.01.

3.6 Cadets shall maintain a uniform in accordance with SOG 304.6, Uniforms and Equipment, Sections 1 (General Regulations) and 7 (Cadet Uniforms).

4 POLICE VOLUNTEERS (AUXILIARIES) (16.4.1, 16.4.2)

4.1 Police auxiliaries are community volunteers who perform a wide variety of support related functions within the Police Department. The Police Volunteers Services Program will be coordinated within the Community Services Section.

4.1.1 Functions performed by volunteers include, but are not limited to:

4.1.1(a) Handicapped Enforcement Action Team
- Provide supplemental enforcement of handicap parking violations citywide and duties as provided in the Volunteer Services Manual.

4.1.1(b) Prisoner transportation assistance

4.1.1(c) Specific clerical functions throughout the Department.

4.1.1(d) Other duties that can be performed by volunteers to the benefits of the Department.

4.1.2 New functions for volunteers will continually be sought, in an effort to expand the volunteer services program and more effectively utilize our paid employees.

4.1.2(a) Each department function that is identified as a function that can be performed by volunteers shall be evaluated by the appropriate supervisor or
commander for that function, in conjunction with the Community Services Section Commander.

4.1.2(b) The evaluation will include defining the following factors for the position:

- Basic job description
- Training requirements
- Selection criteria and process
- Recruiting methods
- Uniform or dress code requirements
- Supervision authority
- Any other factors pertinent to that particular job function
- Each of these factors will then be outlined in the Volunteer Service Manual for that specific job function.
- Background investigation requirements

4.1.2(c) The Community Services Section Commander will be responsible for recruiting, selecting, and training qualified volunteers for the position.

4.1.2(d) Once the training is completed, the volunteers will be assigned to the appropriate Department supervisor.

- This supervisor will be responsible for orienting the volunteer to the assignment, scheduling the volunteer, and providing proper supervision and performance evaluations.
- If the volunteer requires additional remedial training, such training will be coordinated by the Community Services Section.

4.1.2(e) If additional volunteers are required for any one job assignment, it will be the responsibility of the appropriate Division Commander to notify the Community Services Section Commander to begin the recruitment, selection, and training process.

4.1.3 The Community Services Section Commander will be responsible for maintaining employment records for each volunteer.

4.1.4 The Community Services Section Commander will be responsible for maintaining a Volunteer Services Manual which will outline specific factors for each volunteer job function, as well as general expectations and responsibilities for all volunteers.
SOG 302.2
Volunteer Employees

4.1.5 Any volunteer that wears a uniform, identifying them as a Police Volunteer, shall be readily distinguishable from a sworn officer. The uniform shall in no way be designed so as to be confused with that of a sworn officer.

4.1.6 Volunteers shall comply with the same Standard Operating Guidelines as other members of the Department.
SOG 302.2
Volunteer Employees

4.1.6(a) Volunteers may not appeal a disciplinary decision made by the Chief of Police.
News Media Relations

I  Policy

It is the desire of the Springfield Police Department to answer questions about activities concerning the Department and to constantly strive for an atmosphere of cooperation with the news media. A citizen's right to know and understand circumstances surrounding current events in the community is recognized by this Department. Furthermore, the Department recognizes the responsible role of the news media in educating and informing the citizens of the community. However, in order to protect the rights of an accused person, victim or witness, or because the information is legally privileged, the release of information must conform to standards established in this Standard Operating Guideline.

II  Definitions

News Media - Properly identified representatives who are directly employed by local, national and international news organizations. The Springfield Police Department does not issue press credentials. It does however, recognize valid identification cards issued by local, national and international news organizations. Freelance and non-media affiliated writers and photographers will be treated as the general public and are not entitled to the privileges extended to members of the press. Members of the Springfield Police Department shall verify the credentials of any person unknown to them as being a member of a legitimate news agency before
releasing information or allowing access to an incident scene. Any questions regarding the validity of press credentials should be referred to the Police Media Relations Officer.

Press Credentials - A bona fide identification card (commonly called a "press pass") issued and authorized by a legitimate news organization. At minimum, the identification card shall show the bearer's first name, middle initial and last name; date of birth, official title, physical description, signature and photograph. It shall also show the name, news room telephone number, address and official logo of the news agency issuing the card.

News Incidents - Activities and events deemed newsworthy by the public or by news media representatives.

Media Relations Office - The primary duties of the Media Relations Office consist of assisting members of the news media in gathering information about incidents investigated by the department and directing the agency's community relations programs.

Media Relations Officer (MRO) - When used in this guideline, the title of Media Relations Officer shall apply to members of the Police Department's Media Relations Office. This officer shall be specifically directed or authorized to distribute information to the news media concerning specific events or other Departmental operations.

MRO Designee - When used in this guideline, the title "M.R.O. designee" shall apply to the employee(s) authorized by a commander to temporarily act as the M.R.O. Whenever possible, and as soon as it is practical, the M.R.O. Designee shall be relieved by a member of the Police Media Relations Office.

Crime Scene or Incident Scene - For the purposes of this guideline, "crime scene" or "incident scene" shall refer to any area inside of barriers marked with standard yellow "police line" tape or ropes, orange traffic pylons or barricades, or otherwise denoted by a police officer as a crime scene, incident scene or hazardous area.

III Procedure

1 GENERAL

1.1 Who may release information. As a general rule, public information may be released by the Chief of Police, commanders, supervisors and the Media Relations Officer (MRO), in accordance with this guideline and SOG 303.1. Central Records personnel may release routine written reports as allowed by SOG 303.1. Other employees may release certain information in accordance with this Standard Operating Guideline.
1.2 **Release of policy and personnel information.** Issues involving Springfield Police Department policy and personnel issues shall be released only by the Chief of Police or his designee, and then only in accordance with applicable laws and merit rules.

1.3 **Employee responsibilities to notify the M.R.O.** It is the responsibility of all employees to keep the M.R.O. regularly advised of new programs, outstanding achievements, current events and investigative developments, or any other situation of newsworthy information that will assist the M.R.O. in maintaining an informed, aggressive and factual media relations program. All employees should cooperate fully with the M.R.O. in providing the information requested in a clear and timely manner.

1.4 **Requests for media interviews.** In the interest of accuracy and continuity, any request for a news interview (or oral releases of information) made to any member of this Department below the rank of supervisor shall be directed to that employee's immediate supervisor or the MRO.

1.4.1 The supervisor or MRO should routinely handle most requests for interviews regarding significant news events. However, the supervisor or MRO may permit the employee conducting the investigation or handling the event to make a statement to the press in certain circumstances.

1.4.1(a) **Exceptions:**

(1) On breaking news stories, the employee at the scene may release immediate information pertaining to public safety until relieved by a supervisor or a M.R.O.

(2) An employee may routinely release information (in accordance with SOG 303.1) regarding accidents not involving a death or likelihood of death, or a city employee operating a city vehicle.

1.4.2 When conducting an interview with the news media, employees shall maintain a professional attitude and appearance. All employees should refrain from eating, drinking, chewing gum or using tobacco products during interviews.

1.4.3 When an interview pertaining to a major news event is given by an officer in the field, the M.R.O. should be notified by that officer that such an interview has taken place. Placing such information on the Daily Summary may serve as notification to the M.R.O.

1.5 **Releases of Information.** Information should be released to the news media in a timely manner, keeping in mind the rights of privacy, safety of a defendant, victim or witness, legal limitations, or other legitimate factors (see SOG 303.1,
"Public Information"). If the requested information cannot be released, the reason for denial shall be explained.

1.6 **Specific inquiries from a media representative ("exclusives").** Under no circumstances shall information be withheld, delayed or selectively released to favor any particular news agency or media representative. Specific inquiries ("exclusives") made independently by media representatives may, however, be honored at the time of inquiry. Should this information be related to a forthcoming news release intended for all news media agencies, it is incumbent on the Springfield Police Department to so inform the reporter making the inquiry.

1.7 **Requests for police reports.** The Central Records Unit will be responsible for maintaining the "media basket" (SOG 303.1) and for honoring lawful requests from the news media for copies of written reports.

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2 **THE DEPARTMENT**

2.1 **Information release procedures.** The Police Department shall actively seek to maintain a procedure where the news media may obtain information on matters of public interest in a manner that does not hamper office operations and is within legal guidelines.

2.2 **Restrictions on the release of information.** The decision to release information or to grant interviews will be made according to the facts of each incident. However, certain information may be withheld from the media in order to protect the constitutional rights of an accused individual, to avoid interfering with a departmental investigation, because it is legally privileged, or it has not been verified as accurate and factual. For additional guidelines concerning the release of information, see SOG 303.1, "Public Information."

2.3 **Department courtesy.** Department employees shall act in an amicable manner when dealing with representatives of the news media.

2.4 **Media Access.** News media representatives bearing valid credentials shall have reasonable access to all employees of the Police Department, provided that reporting activities does not interfere with the official purpose and mission of the department. Department commanders shall be responsible for establishing guidelines pertaining to the physical access of media representatives to the sections and units under each respective commander's control. Problems that arise between news media representatives and employees of the Police Department shall be referred to the M.R.O. or his designee.

2.5 **Investigations involving other agencies.** When the Springfield Police Department is involved in joint activities with other agencies, media releases and press conferences will be coordinated by the M.R.O. or his designee. In
most cases, unless otherwise directed by the Chief of Police, the agency having primary jurisdiction shall handle the release of information to the news media.

2.6 Joint Information Center (JIC). When a catastrophic event occurs that requires a major response from other emergency services (e.g., the Emergency Management Office, City of Springfield Public Information Office, Fire Department, Red Cross, City Utilities, etc.) a cooperatively formed “Joint Information Center” may be needed.

2.6.1 Whenever possible, the Springfield Police Department’s Media Relations Unit should work through the City’s Public Information Office to establish a Joint Information Center.

2.6.2 The establishment of the JIC should act as a rumor control center and greatly reduce the chances of conflicting information reaching the public from different agencies.

2.6.3 The JIC establishes a system where the media may receive a multitude of information from a centralized source. However, it is not intended to prevent individual departments or agencies from commenting on their own operations.

2.6.4 Working in concert with public information officers from the other affected emergency services agencies, the following criteria should be addressed when creating a JIC:

2.6.4(a) Establish a centralized physical location for the JIC.
2.6.4(b) Proper communications equipment (phone lines, facsimile machines, etc.).
2.6.4(c) Who shall coordinate the release of information from all official sources.
2.6.4(d) Who the official spokesperson is for each agency.
2.6.4(e) Providing background data.
2.6.4(f) Coordination of information.
2.6.4(g) Preparation and dissemination of information.

3 MEDIA RELATIONS OFFICE

3.1 Functions of the M.R.O. News media relations functions shall be assigned to the Department's Media Relations Office (M.R.O.), under the authority of the Chief of Police.

3.2 Responsibilities of the M.R.O.: 

3.2.1 Serves as the central source of information about the department and responds to requests for such information by members of the media.

3.2.2 Acts as spokesperson for the department at the request of the Chief of Police or a department commander, or in accordance with this Standard Operating Guideline.
3.2.3 May, under most circumstances, elect to handle requests for interview from the news media at his discretion. The M.R.O. shall consult with the Chief of Police or his designee concerning incidents involving internal affairs or other sensitive issues before releasing information or conducting an interview.

3.2.4 May designate another employee of the department to facilitate a request from the media for an interview.

3.2.5 May respond to the scene of any media event involving the Springfield Police Department.

3.2.6 Prepare, write and distribute routine and special news releases.

3.2.7 Assume a pro-active role in contacting the news media with information about the Department that might not otherwise come to their attention, but is newsworthy.

3.2.8 Arrange and present, or assist at news conferences concerning departmental activities. Provides proper security for these news conferences.

3.2.9 Deliver emergency news announcements concerning important breaking stories via the SPENN (Springfield Police Emergency News Network) voice mail system.

3.2.10 Facilitate media relations in emergency or crisis situations.

3.2.11 Meet with the news media at least twice a year to discuss problems and concerns media representatives may have involving the Springfield Police Department or its media policy.

3.3 Notification of the M.R.O.

Primary responsibility for planning, developing, writing and distributing news releases and articles about programs and activities of the Springfield Police Department rests solely with the Media Relations Officer or his designee. The M.R.O. may, on occasion, delegate such responsibilities to another employee.

3.3.1 Supervisory personnel shall inform the M.R.O. of significant changes in operations, procedures and personnel.

3.3.2 Personnel should inform the M.R.O. of newsworthy information concerning promotions, projects, programs, or other activities as far as possible in advance of their effective dates. Notification should be in writing when possible. When time does not permit, or there is an urgent need to release the information, personnel may forward the information by phone or in person.

3.3.3 Planned major incidents, including raids, multiple arrests, and high profile search warrants should include the advance notification of the M.R.O., or his designee, to allow for proper planning for dissemination of information to the news media. Notification of the
M.R.O. is the responsibility of the highest ranking officer in charge of such an operation.

3.3.4 The M.R.O. should notify the City's Public Information Office of news conferences, media briefings or issues that may be of major interest to the City Manager's office.

3.4 Notification Requirements. News incidents of significant interest to the community require the immediate notification (24 hours a day) of the M.R.O. or his designee. The supervisor in charge of the incident is responsible for ensuring that such notification is made. **Examples include, but are not limited to:**

3.4.1 Disaster incidents resulting in the loss of life or extensive property damage. This would include, but are not limited to: Tornadoes, floods, earthquakes, building collapses and explosions.

3.4.2 Aircraft crashes and train derailments involving injuries, death or a threat to the community.

3.4.3 Accidents involving hazardous materials and there is any threat to public safety (such as a propane or explosives truck accident, or a natural gas pipeline rupture).

3.4.4 Deaths of persons in custody.

3.4.5 School bus accidents involving serious injuries or death.

3.4.6 Active searches for missing persons or wanted persons involving extensive use of personnel.

3.4.7 Strikes, riots and other public disorders.

3.4.8 Shootings involving Springfield police officers, or any other law enforcement agency if the shooting occurs inside the city limits of Springfield.

3.4.9 Any on-duty injury to a department employee where hospitalization is required.

3.4.10 Bomb threats, where a device is found.

3.4.11 Kidnappings.

3.4.12 Homicides.

3.4.13 Bank robberies.

3.4.14 Hostage and barricade situations where life is threatened or endangered over an extended period of time, or when the Special Response Team is requested.

3.4.15 Incidents involving persons who are of interest to the public.

3.4.16 Arrival of news media at any major incident scene.

3.4.17 Police pursuits involving a serious injury or death.

3.4.18 Incidents that require the call-out of the Chief of Police.

3.5 Response to incident scenes and crime scenes by the M.R.O. After consulting with the supervisor in charge of the incident, the M.R.O. may elect
to respond to the scene to facilitate news media inquiries. Prior to the arrival of the M.R.O., supervisors on the scene of the incident may coordinate the release of basic information in accordance to established guidelines. In the event that the M.R.O. does not respond, or is unavailable, the on-duty shift commander, a M.R.O. designee or the supervisor in charge of the investigation or incident shall respond to inquiries from the news media as set forth by Standard Operating Guideline.

3.6 Notification of the City's Public Information Office. If the M.R.O. does respond to the incident scene the M.R.O. should contact City's Public Information Office, 24 hours a day, concerning the following sub-sections of section 3.4.1, 3.4.2, 3.4.3, 3.4.5, 3.4.8. If the M.R.O. does not respond to one of these incidents, the on-duty commander should ensure that the City's P.I.O. is notified (pager number: 863-8214).

4 PRESS RELEASES
The Springfield Police Department shall issue a written press release (also known as a "news release") concerning Department activity when deemed appropriate by the Chief of Police, a supervisor or the Media Relations officer.

4.1 When a press release is issued, the employee issuing the release will ensure that the release is made equally available to all legitimate news media representatives. The employee making the release will ensure that all local, legitimate news agencies receive a copy of the written release, provided that they desire to regularly receive press releases from the Department. The Central Records Section shall be responsible for distributing news releases to the media.

4.2 The format of press releases will be in written form and will be approved by the Chief of Police or Media Relations Officer prior to distribution, except in exigent circumstances (see Section D, paragraph #7, "Springfield Police Emergency News Network," below).

4.3 When available, the M.R.O. should be utilized to compose and disseminate news releases and to set up press conferences. This Standard Operating Guideline allows, under certain circumstances, for press releases to be authorized by any supervisor in this Department when the M.R.O. is unavailable, Central Records Personnel will type the release for the supervisor who authors it, or the supervisor may contact the City's Public Information Office for assistance. After a written release has been made, the person making the release will, as soon as practical, forward or deliver a copy of the release to the Chief of Police, the Police Media Relations Office and the City's Public Information Office, the TELCOM Desk, the commander(s) of the Division(s) and the supervisor(s) of any sections or units affected by the content of the news release.
4.4 In all cases, when any written news release is made to the media, the M.R.O. shall be given a copy of the news release as soon as practical after the release is made.

4.5 All press releases shall be printed on official Springfield Police stationary. In most circumstances, release should contain the "Who, what, when, where and why" of the event being reported, in accordance with all Standard Operating Guidelines. In addition, the release should also contain the date the release was issued, a name and phone number for media representatives to contact for further information, and the name of the person who authorized the release (see attachment "A" for the example format).

4.6 Supervisors other than the Chief of Police or Media Relations Officer may make or authorize a written press release in the following circumstances:

4.6.1 The Media Relations Office is unavailable and the news event is of immediate and significant interest to the safety of the community or the public's need to know.

4.6.2 Routine traffic problems such as:
   4.6.2(a) Road conditions made hazardous by snow, ice or flooding.
   4.6.2(b) To issue or rescind the "Emergency Traffic Accident Response" status.
   4.6.2(c) To announce lengthy, but temporary traffic detours due to traffic accidents or other traffic hazards.
   4.6.2(d) To advise of malfunctioning traffic signals.
   4.6.2(e) Routine information in regard to fatality traffic accidents.

4.6.3 Prior approval by the Police Media Relations Officer or Chief of Police.

4.7 In the event that a supervisor feels an immediate news release is necessary, the approved Springfield Police news release format must be used (see attachments "A" and "B")

4.7.1 Note: If format "B" is used, the supervisor making the release shall ensure that the watch commander of the succeeding shift is advised of the news release. When the conditions no longer exist, the current watch commander should ensure that a subsequent news release is issued to the media advising of such.

4.8 Springfield Police Emergency News Network (SPENN)

4.8.1 The Springfield Police Emergency News Network (SPENN) is designed to allow for the rapid release of information to news agencies by the Springfield Police Department in cases of emergencies or other incidents that do not allow time for a written press release. The M.R.O. may release information concerning breaking news stories by
recording the information on the SPENN voice mail system. Subscribing media outlets are immediately notified by pager to retrieve the message.

5 CRIME AND INCIDENT SCENES

5.1 General Access: crime scenes, major fires, natural disasters, or other catastrophic events. Department personnel will extend every courtesy possible to members of legitimate news agencies who are at a scene covering the incident. SOGs 103.1, "Rules of Conduct," 402.2, "Crime Scene Management," and 303.1, "Public Information," shall also be observed.

5.2 Permission needed by media to enter scene. No member of the media shall be allowed access inside a crime scene, major fire, natural disaster, or other catastrophic event scene without permission from the on scene commander, and then only when accompanied by the M.R.O., commander, or his designee. If a crime scene encompasses private property, permission from the owner(s) or their representatives must be obtained when photographs, films, videotapes or other recordings are to be taken on or inside the area of private ownership. The M.R.O., or in his absence, the on scene commander, will make an effort to accommodate reasonable requests from the media.

5.3 Temporary flight restrictions. The supervisor in charge of a crime scene or incident scene may request that the FAA impose temporary flight restrictions (FAA rule 91.91) over the scene when such activity would pose a threat to people on the ground or to airborne aircraft. (Example: Prop wash from an airplane or helicopter might spread vapors from a tanker truck leaking chlorine gas.) Under most conditions, these restrictions would not apply to aircraft used for rescue efforts. To request implementation of the temporary flight restrictions, contact the FAA at the Springfield-Branson Regional Airport, telephone 417-869-5284.

5.4 Media staging area. The on-scene supervisor in charge should determine if a media staging area is needed. When appropriate, a media staging area should be established that provides for the safety of the news media representatives, police officers and other persons involved in the incident. If such a location is needed, the on scene supervisor shall establish a safe location. The M.R.O. may change this location upon his arrival, or at any other time he deems it appropriate. Media mobility shall not be restricted outside the perimeters of the crime scene or incident scene unless such mobility will endanger life or property, or the investigation itself.

5.5 Non-interference with photographers and videographers outside crime scene. Police personnel shall not prevent media photographers or videographers who are members of accredited news agencies, from
photographing persons or scenes, even in instances where this department would not release to the media photographs of such persons or scenes. Department members shall take no action to assist nor discourage the news media in making photographs or obtaining other information, except as provided by law. This paragraph refers to photographers and videographers located outside the designated crime scene or incident scene who are photographing or attempting to photograph inside such a scene. It does not give permission to enter the scene or proceed past crime scene or incident scene barriers without permission, as specified in Section 5.2.

5.6 **Media pool.** In rare instances, a "media pool" may need to be established. When conditions are so dangerous or confining as to limit the number of media representatives that can be accommodated at a certain area or event, a media pool may be established. The establishment of such a pool shall be facilitated by the M.R.O.
Social Service and Criminal Justice Diversion

I Policy

It is the policy of the Springfield Police Department to refer citizens in need and to divert some violators to social service organizations under extenuating circumstances. Citizens in need of assistance that is beyond the normal capabilities of police personnel may be candidates for referral. Violators, whether state law or city ordinance, who obviously are in need of assistance that cannot be offered within normal detention facilities should be considered for diversion.

II Procedure

1 INVOLUNTARY COMMITMENTS

Police officers are authorized to commit people who are a threat to themselves or others due to mental deficiencies or disease to facilities for treatment of the deficiency. Such involuntary commitments are for a period of 96 hours. (13.1.5)

1.1 Procedures established by Missouri Statutes 632.300 - 632.315 shall be followed when making an involuntary commitment for treatment of a mental disorder.

1.2 Procedures established by Missouri Statute, Chapter 631, for involuntary commitment of persons for alcohol and drug abuse.
2 INTOXICATED PERSONS
Police personnel often make contact with intoxicated individuals who are unable to take care of themselves due to their level of intoxication. Personnel should make arrangements for the care of these people if they are not charged with a criminal or an ordinance violation.

2.1 Intoxicated persons may be left in the care of a responsible party, if available, at the location of contact.

2.2 Intoxicated persons may be transported to their residence if a responsible party is there who can care for the person.

2.3 An intoxicated person may be diverted to a detoxification facility if other efforts to care for the person have failed.

2.4 As a last resort, intoxicated persons found in public places or other locations may be detained for being intoxicated and held in the City Detention Facility until they are able to care for themselves or can be released to a responsible party.

2.5 Persons who appear to be severely intoxicated to the point that they are unable to make decisions about their welfare or are unconscious should receive medical examination.

3 Elderly Individuals
Police personnel may contact elderly individuals who are unable to care for themselves. These people, who may or may not have committed an offense, should be considered as candidates for diversion.

3.1 When possible, a relative of the elderly person should be contacted to take charge of the person.

3.2 Police personnel may make direct referrals of the elderly person to the Missouri Division of Aging or may refer the relative of such person to this division for assistance.

4 COORDINATION WITH SOCIAL SERVICE AGENCIES
4.1 The Police Department is an integral part of the criminal justice system and the human services delivery system and is vital to the coordination and delivery of such services. Interaction with other criminal justice organizations and social service agencies is an essential role central to community policing philosophy.

4.2 Upon request, Police Department personnel will participate in committees, task forces, and governing boards of social service organizations and will assist in designing systems for the referral and delivery of social and human services to designated groups.

4.2.1 Prior review and authorization by the Chief of Police shall be necessary.
SOG 302.4
Social Service and Criminal Justice Diversion

4.3 Upon request, Police Department personnel will participate in committees, task forces, and governing boards of criminal justice organizations for the purpose of improving the design, delivery, and implementation of criminal justice system programs, services, and capabilities.

4.3.1 Prior review and authorization by the Chief of Police shall be necessary.

4.4 Employees who are designated to participate are required to keep their division commanders informed about the activities, decisions, and actions taken in such committees, boards, and task forces.

5 OTHER REFERRAL AGENCIES

5.1 Police officers are responsible for providing referral information to persons in need of social service follow-up. This may be accomplished by making the telephone call on behalf of the person or by providing them with the telephone number.

5.2 Police officers shall assist victims of domestic assault with safe transportation to appropriate shelter.

5.3 Major case crime victims shall be provided referral information to the Missouri Victim Center.

5.4 Refer to the Officer's Handbook for additional agency information.

6 CRIMINAL JUSTICE AGENCY REFERRAL

6.1 Police officers have the authority to offer informal adjustments consistent with the established limits placed on their discretion by department policy and statute.

6.2 Formal referrals to criminal justice agencies and services are made pursuant to arrests or judicial custody of juveniles and are not within the discretion of an officer to make. Officers, as a matter of existing law, have very little access to criminal justice diversion programs.
Honor Guard

I  Policy

It is the policy of the Springfield Police Department to honor those police officers, active or retired, who have lost their lives. The Honor Guard serves as an official representation of the department's commitment to respect their service and the families left behind.

II  Definitions

Executive Board - Four nominated Honor Guard members and the Major of the Uniform Operations Division, or his designee, who will serve as the president of the board.\(^1\)

Full Complement - a minimum of eight members.

III  Procedures

1  NOTIFICATIONS

1.1 Due to time constraints involved, it is important for the department to receive timely notification upon the death of an active or retired police officer. The

\(^1\) Captain changed to Major, 8-31-98.
following guidelines are established to assure Honor Guard participation at the funeral services:

1.1.1 All personnel, upon becoming aware of the death of any active or retired police officer, shall notify a member of the Honor Guard executive board.

1.1.1(a) Make notifications to all other board members.
1.1.1(b) Make notifications to the honor guard members who will be attending.
1.1.1(c) Log all notifications on the daily bulletin with a directive outlining Honor Guard involvement and other personnel involvement, as needed.

2 HONOR GUARD FUNERAL PROTOCOL

2.1 The Honor Guard executive board shall make arrangements for Honor Guard involvement at the request of the family of the deceased.

2.2 Springfield Police Honor Guard will be available to perform the following functions as requested:

2.2.1 Provide a full complement of the Honor Guard.
2.2.2 Participation of a minimum of four members of the Honor Guard in the casket guard during any viewing hours of the deceased.

2.2.3 Flag detail.
2.2.4 Gun salute.
2.2.5 Arrangement of Taps.
2.2.6 Will serve as pallbearers.
2.2.7 Form a cordon at the funeral and to the gravesite.

3 HONOR GUARD UNIFORM (As outlined in SOG 304.6, Section 2.6)

3.1 Class AAA Uniform (Honor Guard) - The Honor Guard uniform shall be the same as the class AA uniform with the following exceptions:

3.1.1 Hat - Clarino hat frame with white cloth cover, gold metal cap strap and hat badge.

3.1.2 White aiguillette with two outside ropes.

3.1.3 Brass and blue medallion with the words "Honor Guard" worn 1/2 inch above name tag.

3.1.4 White stretch nylon gloves. The gloves shall be worn or tucked into the right side of the waistband with the fingers outward.

3.1.5 Uniform trousers with "West Point Cut" and small belt loops.

3.1.6 Black clarino shoes with black socks.

3.1.7 White military gun belt with brass buckle or black clarino belt with brass buckle and four clarino belt keepers with brass snaps. Duty
weapon in a white leather flap-style holster or a revolver in a black clarino "Widow Maker" holster.

4 MEMBER REQUIREMENTS
4.1 Members must exhibit a positive image, representative of the Springfield Police Department.
4.2 New applicants must make a written request to the executive committee for membership and will be subject to an interview with the committee.
4.3 All appointments will be approved by the Chief of Police.

5 TRAINING
5.1 Four (4) training days a year will be set aside for the training of Honor Guard members.
5.2 The scheduling of the days will be set by the executive committee.
5.3 Completion of two training days a year are mandatory for all honor guard members.
Public Information

I  Policy

To provide prompt and accurate information to members of the news media and public.

II  Definitions

Subject - A person arrested or charged with an offense.

Suspect - A person who has not been arrested or charged.

III  Procedure

1  UNRESTRICTED INFORMATION- The following information is generally unrestricted, however, may be restricted if there is an investigative reason; a need to protect the identity of an officer; or a need to protect the confidentiality of an informant or source of information. (RSMo. 610.011) (Mo. Rules 3.6(c)(7))

1.1 The identity of persons arrested, along with identifying information, such as age, residence, occupation, etc.
1.2 The charge for which a person has been arrested or issued a citation.
1.3 The circumstances of the arrest, including time and place, and if there were such factors involved as pursuit, resistance, weapons, etc.
1.4 The identity of investigating and/or arresting officers.
1.5 Facts relating to the crime itself and routine investigative procedures and techniques.
1.6 Release of factual information pertaining to noncriminal matters. Care should be taken to insure that information given does not conflict with or jeopardize an investigation being conducted by another law enforcement agency.
1.7 Identity of seriously injured or deceased persons after sufficient notice to relatives.

2 RESTRICTED INFORMATION - The below information may not be released unless the release serves a law enforcement purpose or is in the best interest of public safety.

(City Code 2-1.6) (Missouri Rules 3.6) (RSMo. 211.321(2))
(RSMo.610.021(1)(2)) (RSMo. 566.160) (Hyde v. Columbia)

2.1 The identity of juvenile victims, witnesses, suspects, and subjects.
2.2 The identity of victims or witnesses when release of such information could reasonably be expected to endanger the life or physical safety of any individual; for example, victims of sexual assault, or witnesses who can identify the perpetrator.
2.3 The performance or results of any examination or test, or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be presented.
2.4 Any opinion as to subject's guilt or innocence, quality of the case, or value of evidence seized.
2.5 The possibility of any plea negotiation or the existence or contents of any confession, admission or statement given by a subject or suspect or that person's refusal or failure to make a statement.
2.6 The identity of suspects.

* Exception: An exception to this restriction may be when a wanted notice has been issued based on probable cause.

2.7 The credibility of prospective witnesses.
2.8 Matters that pose a danger or threat to the public, release of information is at the discretion of the Chief of Police or Police Commander at the scene of the incident.

3 RESPONSIBILITY FOR THE RELEASE OF INFORMATION
3.1 Routine Daily Releases (RSMo.610.011)
3.1.1 The Central Records Unit will be responsible for maintaining the "media basket". This information will be available to media
representatives and the public upon request and will contain reports from the previous 72 hours as follows:
Front page of all offense reports, the balance of which is available upon request.
Daily Summary for the preceding 24-hour period.
Daily Detention List of subjects booked into City Jail in the preceding 24-hour period.
Daily Incident Log of all calls for service during the preceding 24-hour period.

3.2 Crime Scene (54.1.3b)

3.2.1 It is the responsibility of the crime scene supervisor or his/her designee to issue a statement and provide information to news media when appropriate.

3.2.2 The crime scene supervisor will exercise his/her discretion in responding to "live" interview requests from the media at the scene.

3.2.3 In prolonged crime scene investigations, such as hostage situation, barricaded subject, or a homicide investigation, a series of briefings or updates will be normally provided by an on-scene commander or supervisor.

3.3 Press Conferences

3.3.1 The Department's Public Information Officer, in concert with the appropriate Division Commander and the City's Public Information Office, will be responsible for coordinating all press conferences.

3.4 Employee Discipline - Disciplinary matters will be released only by the Chief of Police or his designee.
Forms Management

I Policy

The Springfield Police Department shall maintain a central location for the collection, creation, revision, and maintenance of forms used by the Springfield Police Department.

II Definitions

Form - a printed document with blank spaces for insertion of required or requested information.

Form number - a number assigned to a Springfield Police Department form that is used to identify the form.

III Procedure

1 NUMBERING SYSTEM

A form number includes three pieces of information. Using 95-SP-0214 as an example, "95" is the year the form was added to the file and database, "SP" is the division that uses the form and/or is responsible for it and "0214" is the numerical identifier of the form. The four abbreviations used for the four divisions are SP-Support Services, AD-Administration, OP-Operations, and IN-Investigations. If a
form is deleted from the file and database, the number is kept in the file and database but not reused. Some older forms have a different style of number, i.e. SPD 80-013. If an older form is deleted, the number is deleted from the file and database. If an older form is revised, the old style of number is deleted and a new number is assigned.

2  LOCATION OF FORMS
A file cabinet containing hard copies of Springfield Police Department forms is located in Research and Development. A database containing information about the forms is located in the Access database at N:\admin\r&d\share\share-ih\formrev.mdb. Individual forms that have been created or revised are not available for viewing on the network.

3  CREATION OF FORMS
3.1 Any employee who feels a new form is needed should draft a rough copy and give to his supervisor for suggestions, changes, and approval.
3.2 The rough draft should be sent to the supervisor of Research and Development. At this point the form file will be checked to insure there is no existing form that might be used or could be revised to fit the requirements.
3.3 If there is no existing form, R&D will send copies of the rough draft to the units/sections/divisions, if any, that may also be impacted by the form. Changes should be marked and returned to R&D.
3.4 Using one of several software programs, R&D will create a new form using the rough draft and any returned changes as guides.
3.5 After completion, the first draft will be sent to the requesting employee for his approval and the approval of his supervisor.
3.6 If changes are needed the supervisor will return the form to R&D with further changes marked.
3.7 R&D will complete the changes and return the final draft to the requesting employee for approval.
3.8 The supervisor will initial final approval and return to R&D.
3.9 R&D will coordinate the final draft with the Chief and department units/sections/divisions, if any, that may also be impacted by the form.
3.10 If any unit/section/division believes major changes are necessary, they will be addressed at this time. Otherwise the form will be considered approved.
3.11 R&D will send clean copies to the supervisor. Copies will also be forwarded to all divisions. R&D is not responsible for sending the form to the print shop or making Xerox copies of the form.
3.12 R&D will add the new form to the hard copy file and the Access database.
3.13 If an employee creates a form on computer, he/she should provide a copy on diskette to R&D.
4 REVISION OF FORMS
4.1 At the beginning of every month, R&D will send several forms to each division for review. R&D will schedule all forms for review using a schedule determined by R&D. Forms used by more than one division may be arbitrarily assigned to one division by R&D.
4.2 If no changes are needed, the person or persons in each division designated to review the forms should sign and date the Form Review Sheet that is attached to each form and return all sheets to R&D.
4.3 If any person reviewing the forms believes that a form needs revision, he should discuss the revision with his supervisor and mark any desired changes on the form or prepare a rough draft, if necessary. These should be returned to R&D.
4.4 R&D will prepare a first draft of the revised form and return it to the division desiring the revision.
4.5 The division should review the draft and mark any further changes that are needed and return it to R&D.
4.6 R&D will complete any changes and return the final draft to the division requesting the revision.
4.7 The division commander will initial and send approval to R&D.
4.8 R&D will coordinate the final draft with department units/sections/divisions, if any, that may also be impacted by the revised form.
4.9 If any unit/section/division believes major changes are necessary, they will be addressed at this time. Otherwise the revised form will be considered approved.
4.10 R&D will send clean copies to all divisions. R&D is not responsible for sending the form to the print shop or making Xerox copies of the form.
4.11 R&D will add the revised form to the hard copy file and update the Access database.

5 REVISION OF FORMS NOT SCHEDULED FOR REVIEW
5.1 Any form that is not currently scheduled for review may be sent to R&D for revision between review dates if the changes are considered critical. Minor changes should be left until the form comes up for review at its scheduled time.
5.2 If a revision is deemed critical, the procedure listed in Section 4, Revision of Forms, should be followed.

6 FORMS NOT CREATED BY THE SPRINGFIELD POLICE DEPARTMENT
R&D will maintain a hard copy file containing forms not created by the Springfield Police Department but that are used by employees of the Springfield Police Department. Examples of these forms would be Missouri State Highway Patrol forms,
SOG 303.2
Forms Management

City of Springfield forms, FAA forms, etc. This file should not be considered comprehensive.
Records

I  Policy

It is the policy of the Springfield Police Department to establish procedures for the maintenance, security, and dissemination of all records.

II  Procedure

1  SECURITY  (82.1.1)
   1.1 All personnel shall utilize the service counter to conduct business. Only records personnel, or personnel authorized by the Records Supervisors shall be allowed access to the Records Unit.
   1.2 Records employees shall be the only persons authorized to make entries into the computerized Central Records files.
   1.3 Central Records services are available to department personnel 24 hours a day, seven days a week.  (82.1.4)

2  NUMBERING SYSTEM  (82.2.3)  (82.2.5)
   2.1 All calls for service (citizen reports of crime, citizen complaints, etc.) and officer initiated calls shall be issued a computer generated complaint control number
at the time the incident is reported. Each year on January 1st at 0001 hours, the computer numbering system will begin with the current year and start with number one (96-000001). Each number thereafter shall be consecutive and shall be separate and distinct for each incident.

2.2 Records personnel are responsible for ensuring that all report numbers issued are properly recorded in the Records system. This is completed by comparing the codes on the Daily Incident Summary to the reports.

2.2.1 If the Incident Summary is logged HBO (Handled by Officer, GOA (Gone on Arrival, or CL1, the records yearly incident file will be marked to reflect that status.

2.2.2 If the Incident Summary is recorded REPT, Records must have a corresponding written report. If there is no written report, Records personnel will print the CAD report of the call and place it in the yearly incident file. They will also send a copy of the CAD report to the officer requesting the report.

3 COLLECTION, DISTRIBUTION, AND STORAGE OF RECORDS

3.1 All reports generated will be placed in the "IN" basket in the copy room.

3.2 Reports are copied and distributed within the Department and to various outside agencies per Records written instructions. (82.2.5)

3.3 Records personnel will make appropriate computer entries of reports in the accident, victim, juvenile, or arrest files.

3.4 Reports are filed in a yearly incident file which consists of original police reports that are filed numerically.

3.5 Original documents shall remain within the Records Section. (82.1.5)

3.5.1 Original documents produced by the Narcotics Enforcement Section will be maintained in that section until such time it is determined the information is no longer of a sensitive nature.

3.5.2 Follow-up and case reports generated by Criminal Investigation and Narcotic Enforcement personnel will be forwarded to Central Records to be made a part of the yearly incident file.

3.5.2(a) Follow-up investigation criminal case reports are due for completion in 28 calendar days following the date of assignment, unless a homicide or formally extended by an Investigations Division supervisor. (Refer to SOG 402.1, Criminal Investigation Administration, Section 7.4)

3.5.2(b) Upon return of criminal case reports after review by the appropriate prosecuting authority, original case files are forwarded to Central Records for archiving.
3.5.3 Property submission forms will be maintained by the Property Unit. Upon finalization they will be forwarded to Central Records.

3.5.4 An Incident Summary Report containing all calls for service incidents and their dispositions is generated from CAD each day. Records personnel account for all reports utilizing this log. (82.1.5)

3.5.4(a) All cases assigned for investigation by the Police Department, are centrally tracked by the computerized case management system supervised by the Criminal Investigations Section. Cases not entered into the system are presumed to be unassigned for investigation purposes.

3.6 Records maintained by other units. (82.3.5)

3.6.1 Intelligence files will be maintained by the Crime Analysis Unit.

3.6.2 Crime by location files will be maintained by the Crime Analysis Unit.

3.6.3 Calls for Service by location files will be maintained by Research and Development.

3.6.4 Drug contact files will be maintained by the Narcotics Enforcement Team.

3.6.5 The Confidential Informant file will be maintained by the Narcotics Enforcement Team.

3.6.6 Case management files will be maintained by the Criminal Investigation Section.

3.6.7 Traffic summons books are maintained by the Traffic Section. (82.3.4)

3.6.7(a) Officers are issued a summons book by recording the beginning and ending numbers of the summonses and then signing a log in book. These summonses are kept in a locked file cabinet in the Report Writing Room.

3.6.7(b) The "police" copy of the summons is filed in a monthly file by date located in Records Section.

3.6.7(c) Voided summonses are turned into Records. A list of the voided summonses is compiled monthly and forwarded to Municipal Court and to Records.

3.6.7(d) Blank summonses will be secured in a locked cabinet located in the Uniform Operations Division offices.

3.6.7(e) Completed originals of summonses are forwarded by Records Section to the appropriate court.

4 DISSEMINATION OF RECORDS (82.1.1)

4.1 Central Records personnel will be responsible for processing requests for copies of police reports.
4.1.1 Dissemination will be made according to applicable state law and city ordinance.
4.1.2 The appropriate fee will be collected for the sale or reports with the money transferred to City of Springfield Finance Department as per SOG 104.2, Fiscal Management, Section 5.

4.2 Central Records personnel will be responsible for processing request for file checks on individuals.

4.2.1 Conviction information is considered an open record and will be available to the public.
4.2.2 Non-conviction information is a closed record and is not available to the public.
4.2.2(a) Closed record information is available for purposes of civil litigation as per state law after requesting party signs appropriate forms.
4.2.3 The appropriate fee will be collected for file checks with the money transferred to City of Springfield Finance Department as per SOG 104.2, Fiscal Management, Section 5.

5 JUVENILE RECORDS
Collection, dissemination and retention of fingerprints, photographs, and other juvenile record entries. (82.1.1)

5.1 Collection - Reports are marked juvenile by completing officer. Records personnel should also check reports to ensure no juvenile reports are included in Yearly Incident File.
5.1.1 Juvenile victims are not subject to separation and reports are filed in the Yearly Incident File.
5.1.2 Juveniles arrested or issued a summons for traffic charges are considered adults and are filed in the Yearly Incident File.
5.1.3 Juveniles can be certified as adults on any charge through a court of record.

5.2 Dissemination of Juvenile Reports
5.2.1 Reports are copied and distributed according to distribution instructions.
5.2.2 After distribution, juvenile offender reports are placed in juvenile file in records area and are not to be included in Yearly Incident File.
5.2.3 Reports are recorded in the computer system in the Juvenile file.

5.3 Retention of fingerprints and photographs
5.3.1 Detention officers are responsible for fingerprinting and photographing juvenile utilizing the equipment set up for juveniles (located outside Detention area)
5.3.2 Fingerprint cards are forwarded to I.D. Unit for storage
5.3.3 "JUVENILE" is clearly marked on the photograph jacket. Photograph is forwarded to Records and maintained in juvenile mugshot file (separate from adult file).

6 UNIFORM CRIME REPORTING (82.1.3)
6.1 Central Records shall compile monthly Uniform Crime Reporting data and submit this information to the Federal Bureau of Investigations and the Missouri State Highway Patrol Criminal Records.
6.1.1 Data is gathered by reviewing, classifying, and coding offense and arrest reports according to Uniform Crime Reporting guidelines.

7 MUNICIPAL WARRANTS (82.3.8)
7.1 All State offense (felony, misdemeanor) warrants are initiated by the Greene County Prosecutor's Office and MULES/NCIC entry is made by Greene County Sheriff's Office.
7.2 Misdemeanor (Municipal) warrants are received daily from the Municipal Court. The Court Liaison will be responsible for transporting the warrants from Court to the Police Department.
7.2.1 The Court Liaison will stamp the warrants with date and time received and file them in the 30-day tickler file in MULES.
7.2.2 Records personnel will check the tickler file and enter warrants over 30 days old into the MULES system. This will be done on a daily basis.
7.2.3 Records personnel will print a computerized list of warrants less than 30 days old. This printout will be completed via the Municipal Court computer link in Records. The printout will be used to check active warrants when requested. (All other warrants will have been entered in MULES).
7.3 Serving/Purging Municipal Warrants
7.3.1 When an active warrant is served, officers will contact the Records MULES operator to obtain the original warrant.
7.3.2 The original warrant is forwarded to Municipal Court. The officer will take the warrant to court if the individual is not booked. If the person is booked, the Detention Officers are responsible for forwarding the warrant to court.
7.3.3 A copy of the warrant, with appropriate return information will be forwarded to the Court Liaison who is responsible for transporting it back to Municipal Court.
7.3.4 The officer serving the warrant will complete the lower portion labeled officer's return.
7.3.5 The Records MULES operator is responsible for canceling the warrant in MULES.

7.3.6 Records personnel are responsible for canceling the MULES entry when notified that Municipal Court has recalled the warrant.

7.3.6(a) The original warrant shall be marked "re-called" and dated. It is then forwarded to Court Liaison and returned to Municipal Court.

7.4 Warrants received from other jurisdictions will be stamped with time and date received and placed in the probable cause file in MULES.

7.4.1 Records personnel are responsible for purging the files when warrants are served or recalled from the originating jurisdiction.

7.4.2 A copy of a warrant received from another jurisdiction is not valid for arrest. Confirmation of the original warrant must be made with the originating agency prior to arrest.

8 PROBABLE CAUSE ITEMS

8.1 Probable cause items are issued by the investigating officer.

8.1.1 The original of a probable cause item shall be maintained in an alphabetical file at the MULES work station, copies of which are distributed to Uniform Operations, Criminal Investigations, and Emergency Communications.

8.1.2 Records personnel cancel the probable cause item when the subject is arrested or when notified the item is no longer active.

8.1.3 Cancellation is completed by removing the original item from the alphabetical file and completing the cancellation portion of the item and distributing to Uniform Operations, Criminal Investigations, and Emergency Communications.

9 TRAFFIC RECORDS SYSTEM (82.3.3)

9.1 Traffic Accident Data

9.1.1 Records Section maintains computerized motor vehicle accident data including driver information, location, and report numbers available to citizens and insurance representatives.

9.1.2 Original reports are maintained by Central Records Section for all reported vehicular accidents and summonses issued.

9.1.3 Computerized accident location data is maintained by the Traffic Engineer's Office, Springfield Public Works. This data is shared with the Traffic Section, Springfield Police Department.

9.2 Traffic Enforcement Data

9.2.1 All traffic violation summonses are maintained by computer in the Traffic Section. Information includes type of charge, issuing officer,
violator information, location of violation. Traffic arrest information is also maintained.

9.2.2 Springfield Municipal Court maintains computerized data on court disposition of all traffic violation summonses issued by SPD personnel and cited into Municipal Court. The Traffic Division of the Greene County Circuit Court maintains a similar file for SPD charges filed into State Court. Data is available to SPD personnel for analysis.

9.3 Roadway Hazard Reporting

9.3.1 Roadway hazard conditions are immediately communicated to Emergency Communications Dispatch for immediate referral and action by the appropriate agency (Street Department of Springfield Public Works, or Missouri State Highway Department).

9.3.2 Trafficway engineering problems are identified by accident investigation data located in the Traffic Engineer's Office and shared with SPD Traffic Section staff.

9.4 Traffic Accident/Enforcement Analysis

9.4.1 The computer system shared by the Traffic Section and Traffic Engineer's Office allows statistical reporting, including traffic accident/enforcement analysis by location and time frame as well as identification of high frequency accident locations within the City.

9.4.2 Analytical data is used to develop enforcement strategies and assist in traffic grant reporting.

9.4.3 The Police Department releases a monthly traffic accident and enforcement summary to news media showing comparative data for the year to date and providing annual comparison.
Police Vehicle Operation

I Policy

All department vehicles shall be operated in accordance with state statutes, city ordinances, city policies and procedures herein. All personnel shall exercise due regard for the safety of all persons at all times.

II Procedure

1 VEHICLE DISCREPANCIES

1.1 Prior to operation, each vehicle and related equipment shall be inspected for proper operation, maintenance and damage.

1.2 Previously unreported discrepancies, including unauthorized articles and trash, or damage will be reported to the supervisor and appropriate reports made.

1.3 At the beginning of each shift, every officer will fill out a Daily Trip Sheet. (41.3.2)

1.3.1 The Daily Trip Sheet shall contain a checklist to record equipment, vehicle condition, and mileage information. It will assist officers and supervisors with ensuring that vehicles are properly stocked and maintained.
1.3.2 The officer assigned to the vehicle shall ensure it contains the necessary equipment.

1.3.2(a) Beat and Relief Vehicles
- 10 flares, fire extinguisher, 2 pair rubber/latex gloves, 1 packaged antibacterial wipes, ambu-bag, blanket, first aid kit, bio-hazard kit, 2 boxes "00" shotgun shells, evidence kit, 5 traffic cones, rope, slim jim, fingerprint kit, tool kit (beat cars only), tape measure, shotgun if not assigned.

1.3.2(b) MCI Vehicles
- Will contain all the equipment that beat cars carry plus the following: tri-pod, measure wheel, crime scene tape, pry bar, lock cutters, hydrant tool, evidence box, biohazard suit, controlled tire deflation device, shotgun if not assigned.

1.3.3 At the end of the shift, the Daily Trip Sheet will be turned in by each officer to his supervisor for approval. After review, the supervisor will place this form in the Operations Support Office mailbox.

1.4 Each division office shall maintain files for reported damage and discrepancies for vehicles assigned to that division.

1.5 When discrepancies are noted, personnel will immediately notify their supervisor of such defects.

1.6 If discrepancies arise during vehicle operation, efforts should be made to correct the problem as soon as possible.

1.6.1 No report is necessary if the discrepancy is corrected.

1.6.2 Uncorrected minor discrepancies, not affecting the safe operation of the vehicle, shall be called to the attention of the supervisor.

1.6.3 Discrepancies or damage that makes the vehicle unsafe to operate should be documented as per reporting guidelines and the vehicle placed out of service.

2 SAFETY RESTRAINTS (Seat Belts)
All operators and passengers in city-owned vehicles shall use provided safety restraints at all times when the vehicle is in operation. (41.3.3)

3 RESPONSE TO CALLS FOR SERVICE (41.2.1)
3.1 CODE 1 - Routine patrol and non-emergency responses to calls for service shall be conducted in accordance with all state statutes and city ordinances with the following additions and exceptions:
3.1.1 Personnel will use red lights and/or flashing hazard lights when parking in violation of traffic regulations to protect accident or crime scenes or when lawful parking spaces are not available for conducting police business.

3.1.2 Personnel shall not leave their vehicle running while on calls for service or when the vehicle is unattended.

3.1.3 If it is necessary to disregard traffic laws in order to stop violators or suspicious vehicles, emergency driving rules apply (CODE 3).

3.1.4 When backing vehicles, personnel will make certain there are no pedestrians or obstructions at the rear or side of the vehicle.

3.1.5 Absent an emergency, personnel will not drive a police vehicle into or through areas which are inadequately improved to reasonably allow damage free vehicle operation.

3.2 CODE 3 – Emergency situation where conditions exist or are reasonably believed to exist which have resulted or might reasonably result in serious injury, death, or which might have a disastrous effect on the community.

3.2.1 Both the siren and red lights must be activated when responding Code 3 (RSMo 304.022)

3.2.2 Code 3 response shall be the decision of the responding employee, a field supervisor, or commanding officer.

3.2.3 The responding officer shall notify Communications when responding Code 3.

3.2.4 Code 3 responses shall be cancelled when it becomes apparent that such a response is no longer necessary or that such response may create an unreasonable risk.

3.2.5 When responding Code 3, personnel may disregard certain traffic regulations, however, employees are not protected against the consequences of a reckless disregard for the safety of others. During Code 3 operation, an employee may:

- Proceed past a red stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the posted speed limit so long as he does not endanger life or property.
- Disregard regulations governing directions of movement or turning in specific directions.

3.2.6 Officers shall not drive into opposing lanes of traffic without using the highest degree of care.

4 USE OF EMERGENCY EQUIPMENT

4.1 During the course of their duties, officers will need to utilize emergency lights to alert the public of hazardous trafficway conditions created by legitimate law enforcement operations. Examples include:
4.1.1 Routine traffic law enforcement: Use of emergency lights to follow and alert traffic law violators of the need to stop. If lights fail to alert the driver, officers may utilize the siren. When it becomes apparent that the driver is refusing to stop, officers will evaluate the pursuit option as authorized by SOG 304.2, Pursuit Vehicle Operation.

4.1.1(a) Officers will conduct enforcement operations so as to reduce, as much as possible, the negative impact on traffic flow.

4.1.2 Accident scene protection
4.1.3 Roadway obstructions or hazardous conditions
4.1.4 Parade routes
4.1.5 Other traffic diversion priorities

4.2 Emergency rotator light systems are preferred for use on the roadway.

4.3 Emergency flasher light systems may be used on parking lots, off the roadway locations or in circumstances where they are more effective than rotators.

4.4 Officers shall utilize parking lights to illuminate cars parked on the shoulder of the roadway during a call for service located on a dark street, unless specific knowledge of a threat to officer safety exists.

4.5 Sirens may be used only in conjunction with emergency lighting systems that comply with 304.022 RSMo. Officers shall utilize the "Wail" cycle for most emergency clearance. The "Yelp", "Hi-Lo", or "Horn" functions shall be used to clear intersections, move through congested conditions more effectively, or to alert a motorist who has failed to respond to the wail siren cycle.

4.6 Officers are expected to activate sirens only for legitimate public safety purposes and to test their functionality. Inappropriate activation is prohibited.

5 USE OF PUSH BUMPERS
Many of the cars assigned to the Uniform Operations Division are equipped with push bumpers. These are intended to be used by personnel to assist in moving vehicles under certain circumstances.

5.1 Personnel may use a push bumper-equipped car to assist in moving a citizen's stalled vehicle to a place of safety.

5.2 Push bumpers may be used to move a vehicle out of a traffic lane to assist with the normal flow of traffic.

5.3 Push bumpers may be used to move vehicles in emergency situations. For example, to open a route for police, fire, EMT or other emergency personnel.

5.4 Push bumpers are not designed to provide protection to police vehicles during ramming maneuvers.

5.5 Precautions shall be taken whenever push bumpers are used.

5.5.1 Ensure proper bumper alignment with the vehicle being pushed and that the assistance can be provided without damaging either vehicle.

5.5.2 Ensure that the operator of the vehicle being pushed understands where to steer the vehicle.
SOG 304.1
Police Vehicle Operation

5.5.3 Ensure that the operator of the vehicle being pushed knows to place the vehicle in neutral and knows that they will not have power steering or power brakes.

5.5.4 Extreme inclines, declines or sharp turns should be avoided.

5.6 Push bumpers should not be considered as a "last resort" option but personnel should consider the use of tow companies and other options before using push bumpers.

6 LOANING OF POLICE VEHICLES

Sometimes in the course of conducting City business it may be appropriate, and even to our advantage to loan City owned vehicles. Loans shall always be in the course of City business and closely supervised.

6.1 Some circumstances where it may be appropriate to loan vehicles are listed:
   6.1.1 Undercover investigations where the loan, or temporary trade will bolster officer safety, or case integrity.
   6.1.2 Loan to officers outside this department to conduct short term undercover transactions.
   6.1.3 To persons outside Springfield, whose task or investigation has lead to our city and where there is benefit to Springfield.
   6.1.4 Consultants, Cadets, Volunteers and Temporary employees.

6.2 Requirements for loaning a police vehicle require all of the following as prerequisites:
   6.2.1 Vehicle must be used in the course of business.
   6.2.2 Verification of a valid operator's license.
   6.2.3 Supervisory approval.

6.3 Supervisors should consider the overall need before authorizing the loan. The following partial list of restrictions should assist the supervisor when making decisions about loans:
   6.3.1 Use is to be limited and not extended or on going.
   6.3.2 Mileage outside the city should be very limited.
   6.3.3 Pursuits are prohibited.
   6.3.4 Exception: This section does not preclude emergency situations, or officer's judgement calls not addressed in the text of this guideline.

\(^1\) Section 6 added 10-16-97.
Pursuit Vehicle Operation

I  Policy

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. Supervisors may authorize pursuits in exceptional circumstances, which do not otherwise conform to policy.

II  Definitions

Emergency Vehicle - A vehicle that sounds an audible siren as may be reasonably necessary and 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 feet to the front of such vehicle. (RSMo. 304.022.4(3))

Marked Police Vehicle - Any department vehicle that is equipped with siren, roof mounted emergency lights and is clearly marked as a police vehicle.
**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.

**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.

**Imminent Danger** - A situation which places the officer or others in immediate danger of death or serious bodily injury.

### III Procedure (41.2.2)

1. **INITIATION OF A PURSUIT**
   1.1 Officers may initiate a pursuit when they have a reasonable belief that the fleeing suspect has committed or attempted to commit a violent felony. A pursuit may also be initiated on a DWI where the driver is presenting an imminent danger to the officer or others. **The probable cause for the initiation of the pursuit of a DWI must be specific to the charge.** (EXAMPLE- Violating a stop sign or speeding will not be sufficient in itself to warrant the pursuit.) The decision to initiate pursuit must be based on the pursuing officer’s conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

   1.2 Existing circumstances and conditions shall be considered when deciding whether to initiate, continue, or abandon the pursuit. The following are examples of those factors which should be considered:

   1.3 Information developed or discovered after the pursuit cannot be used to justify the pursuit itself.

2. **CONTINUATION OF A PURSUIT**
   2.1 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 signals, or takes other steps demonstrating a total disregard for his safety and that of the public at large would be grounds for terminating a pursuit.)

3 TERMINATION OF A PURSUIT

3.2 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 this decision to terminate a pursuit.

3.3 When ordered to do so by a supervisor or commanding officer.

4 PURSUIT VEHICLE RESTRICTIONS

4.1 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 in the pursuit at the first available opportunity to marked police vehicles.

4.2 Units transporting prisoners shall not engage in pursuit activities, including initiation of pursuits.

5 VEHICLE OPERATIONS AND TACTICS - Emergency vehicles in pursuit shall comply with procedures as prescribed in SOG 304.1, Section 3 in addition to the following:

5.1 Controlled Access Highways - Officers shall not pursue suspects the wrong way on interstate, controlled access highways, or divided roadways. Officers may proceed on a parallel course.

5.2 Caravanning - No more than two police vehicles will become actively involved in a pursuit unless specifically directed by a field supervisor or commanding officer.

5.3 Shadowing or taking a parallel course by officers not directly involved in the pursuit is prohibited.

5.4 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.

5.5 Controlled Tire Deflating Systems

5.5.1 This device can be used to stop or slow a fleeing vehicle by the controlled deflation of the tires.
5.5.2 Use of the controlled tire deflating system must be authorized and cancelled by a field supervisor or commanding officer, and the following criteria must be met:

5.5.2(a) The person fleeing is suspected of committing or attempting to commit a violent felony;

5.5.2(b) The person fleeing is suspected of DWI and is presenting an imminent danger;

5.5.2(c) The primary unit in the pursuit has not lost sight of the fleeing vehicle.

5.5.3 Only sworn officers trained in the deployment of controlled tire deflating systems are authorized to use them.

5.6 Ramming

5.6.1 Ramming the suspect vehicle is defined as a use of the police vehicle as a weapon and shall be authorized only when the use of deadly force is justified. (SOG 103.5, Section 5.5).

5.6.2 Employees shall consider the following in making the above authorization:

- Installed air bags may inflate making vehicles inoperable or uncontrollable.
- The maneuver can be done with reasonable safety for everyone involved.
- The suspect is creating an immediate danger to the community (DWI, wrong side of the road, etc.).
- The maneuver can be done at low speed.

5.7 Roadblocks - roadblocks must be authorized and cancelled by a field supervisor or commanding officer, and the following criteria must be met:

- The person fleeing is suspected in the commission of a felony,
- The suspect is creating an immediate and continuing threat to life,
- Other methods of apprehension have failed,
- The roadblock must be clearly visible and provide adequate warning to allow vehicles to come to a complete stop,
- The roadway shall not be completely blocked unless the use of deadly force is authorized (SOG 103.5),

5.8 As a last resort, officers may only shoot at a pursued vehicle from a stationary position when deadly force is authorized in SOG 103.5, Section 5.5.
6.2.3 Secondary unit may assume radio communications responsibility, allowing the primary unit to devote full attention to driving.

6.3 Communications
6.3.1 Immediately upon notification of a pursuit in progress, Communications will:
Clear the channel on which the primary unit is operating for pursuit traffic only. All other radio traffic, including other related emergency traffic, will be conducted on an alternative channel.
Notify the primary unit’s supervisor.
Assign a new primary unit, if requested.
Assign a secondary unit.
6.3.2 During the pursuit, Communications will assume the following duties:
Monitor all radio traffic and relay information to the units involved in the pursuit and the field supervisor until the pursuit is terminated.
Perform relevant records and motor vehicle checks.
Coordinate assistance under the direction of the field supervisor or commanding officer.
6.3.3 Dispatchers and other 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.

6.4 Field Supervisor
6.4.1 Immediately upon notification of the pursuit, the field supervisor will:
Notify the field commander of the pursuit
Insure that the radio channel is cleared for emergency traffic only.
Insure that no more than the required/necessary units are involved.
Verify that only marked patrol units are in pursuit or that proper units are en route to take over the pursuit.

6.4.2 The field supervisor will direct the pursuit, approve alternative tactics and maintain control until the pursuit is terminated.

6.4.3 Upon termination of the pursuit, the field supervisor shall proceed to the termination point to provide necessary supervision.

6.5 Commanding Officer - The on-duty watch commander shall assume overall command of the pursuit.
Pursuit Vehicle Operation

7 PURSUITS INTO OTHER JURISDICTIONS

7.1 Authority

7.1.1 RSMo 544.157 and Section 29-1 of the City Code authorize Springfield Police Officers in fresh pursuit of a person who is reasonably believed by the officers to have committed a 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 the authority to arrest and hold in custody such person anywhere in this state. In all cases, the pursuit must be initiated within the Springfield City Limit.

7.1.2 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 suspect to Springfield to be booked. If, however, the arrest is not pursuant to a warrant and may not be accompanied by a summons (i.e. P/C felony charge), the suspect must be taken before a judge in the county in which the arrest was made and by booking the suspect into that county jail. In all cases, the officer is not required to return the suspect to Springfield.

7.1.3 In cases where the local law enforcement authorities wish to take custody of the suspect for charges that they may have, it would generally be appropriate to release the suspect in their custody rather than return the suspect to the city.

7.1.4 A pursuit beyond the city limit of Springfield will not relieve the pursuing officer, field supervisor or commanding officer of the responsibility of conducting, terminating or reporting a pursuit as set forth in this or any other SOG.

7.2 Procedures

7.2.1 Upon leaving the city limit of Springfield, the primary unit shall notify the dispatcher.

7.2.2 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.

7.2.3 Pursuits that continue outside the city must be authorized by and may be terminated by the field supervisor or commanding officer.

7.2.4 Continued Pursuit

7.2.4(a) Upon approval of the continued pursuit, the dispatcher shall immediately notify the primary unit and continue to relay information between all units
and agencies involved in the pursuit.

7.2.4(b) The field supervisor should request assistance from the assisting agency, if practical.

7.2.4(c) The field supervisor will closely monitor the pursuit and coordinate operations with other law enforcement agencies through the dispatcher.

7.2.4(d) As soon as practical, the primary unit will allow any assisting agency’s unit to become the primary unit and will then become the secondary unit.

7.2.4(e) If the assisting agency responds with a secondary unit, the Springfield primary unit and secondary units will proceed as directed by the field supervisor. (It is recommended that one Springfield unit continues to the point of termination unless otherwise requested by the assisting agency.)

7.2.4(f) In the event of the capture of the suspect, the field supervisor will proceed to the termination point, if practical, and insure that Springfield units and any assisting agency receives information and additional assistance that may be needed.

8 PURSUITS INTO THIS JURISDICTION FROM ANOTHER JURISDICTION

8.1 Officers of this department may assist in the pursuit at the request of the originating agency.

8.2 The field supervisor will immediately approve or deny assistance. If approved, insure that an approved pursuit is conducted using the guidelines established in the department's pursuit procedures insofar as practicable.

8.3 The dispatcher will assign Springfield units as directed by the field supervisor or commanding officer.

8.4 Communications will maintain contact with the agency initiating the pursuit and will relay information between both agencies.

8.5 Officers may continue to assist the originating agency if the pursuit again moves outside the city; subject to provisions of Section 6.2.

9 REPORTING (41.2.2)

9.1 Initiating Officer

9.1.1 The initiating officer will prepare the original report regarding the pursuit and insure the following details are included:

- Weather conditions
- Reason for pursuit
Detailed information of route taken, including speeds attained and all traffic violations committed by the suspect during the pursuit.

Suspect vehicle description
Identification of all occupants of suspect vehicle, if available.
Final disposition of pursuit and charges for which suspect was arrested.

9.1.2 The initiating officer shall complete a Pursuit Summary Form (Attachment #1) and turn it in to his supervisor along with all other reports that he may have regarding the pursuit.

9.2 Any officer participating in or having additional information regarding the pursuit will complete a supplemental report.

9.3 Field Supervisor
9.3.1 The field supervisor will ensure that a complete report is made of the pursuit by all officers involved.

9.3.2 The field supervisor will complete a Pursuit Summary Form. In the event that a supervisor becomes physically involved in the pursuit or unusual circumstances exists an IDC detailing the activity shall be completed.

9.3.3 The field supervisor shall ensure that a completed Pursuit Summary Form (SOG 304.2, Attachment #2), along with all related reports, is forwarded through the chain of command.

9.3.4 The field supervisor will explain the justification for the initiation and continuation or termination of each pursuit on the Pursuit Summary Form.

10 PURSUIT REPORT STORAGE AND ANALYSIS (41.2.3)

10.1 Upon completion of each command review of the pursuit, the pursuit incident report shall be sent to the Inspections and Internal Affairs Supervisor for archiving.

10.1.1 Routine pursuit reports shall be archived for three years following the event;

10.1.2 Pursuits involving personal injury or fatalities will be retained for five years following the event.

10.2 Pursuit incident reports shall be made available to the Research and Development Supervisor for development of an annual data analysis.

10.2.1 Comprehensive analysis of data shall be reported to the command staff to facilitate adjustments in training or policy.

10.2.2 Upon completion of collection of all data, the Supervisor of Research and Development shall insure that all pursuit incident reports are

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1 Section and sub-sections added per Policy Change Order 99-006, 1-21-99.
Pursuit Vehicle Operation

returned to the Inspections and Internal Affairs Unit Supervisor for archiving.
SOG 304.2
Pursuit Vehicle Operation

IV Attachments
1 SPD Form "Pursuit Summary"
I Policy

It is the policy of this department to maintain special purpose vehicles. This policy is to provide guidelines for the use of special purpose vehicles during routine and emergency situations.

II Procedure

1 OBJECTIVES AND USAGE (41.1.4 a,b)
   1.1 Uniform Operations
   1.1.1 Mobile Command Center
       1.1.1(a) Used at major crime scenes or events where a central location is needed for the gathering and dissemination of information. Examples are Firefall, hostage negotiations, or anything requiring a command post.
   1.1.2 Police Rescue Vehicle (PRV)
       1.1.2(a) The use of the Police Rescue Vehicle will be limited to high risk police operations and/or situations in which its special capabilities will assist in the resolution of a difficult police situation. The use of the PRV will be done with regard for the safety of all
persons involved in the situation, considering the potential for injury to the involved persons should the vehicle not be deployed.

1.1.2(b) An IDC is required in all operations in which the PRV is used.

1.1.3 Special Response Team Raid Van
1.1.3(a) Used to transport members of the Special Response Team, other officers, and their equipment on tactical police operations.

1.1.4 Special Response Team Tactical Operations Center (TOC)
1.1.4(a) Used to transport members of the Special Response Team, other officers, and their equipment on tactical police operations.

1.1.5 Special Response Team Transport Van
1.1.5(a) Used to transport officers to out-of-town trips, pool vehicle uses, and tactical operations.

1.1.6 Police Motorcycles
1.1.6(a) Assigned to Traffic Section and should be mainly used for traffic enforcement duties and special events where mobility is needed in congested areas.
1.1.6(b) Because of the concern for the safety of riders motorcycles should not be used if there is a possibility of inclement weather.

1.1.7 Emergency Traffic Assistance Vehicles (ETA's)
1.1.7(a) To assist motorist in situations beyond the ability of a regular marked unit. Examples are pushing vehicles off of roadway, and operation in inclement weather where a 4-wheel drive vehicle is needed. These vehicles can also be used for routine traffic duty, however, if other vehicles are available they are to be used first.

1.1.8 Breath Alcohol Testing (BAT) Van
1.1.8(a) Will be used to augment DWI enforcement activities. Will not be used to perform routine traffic duties.

1.1.9 Canine Vehicles
1.1.9(a) To safely transport police canine and handler to and from work related duties.

1.2 Services Division
1.2.1 Crime Scene Unit Vehicle
1.2.1(a) To assist officers at crime scenes in collection of evidence such as homicides, serious assaults, rapes, or when requested by a supervisor.
SOG 304.3
Special Purpose Vehicles

1.2.1(b) Will be used on a call-out basis, not intended for routine daily use. Will not be used for traffic enforcement.

1.2.2 Detention Transportation Vehicles
1.2.2(a) Used to transport prisoners to or from a detention/jail facility or hospital.

1.2.3 DARE Vans
1.2.3(a) Used to transport DARE officers to and from schools.

1.2.4 DARE Corvette
1.2.4(a) Used for transportation of DARE officers and for display purposes such as parades and at DARE presentations.

1.2.5 Crime Prevention Van
1.2.5(a) Used as needed by Crime Prevention Unit. Is equipped with a lift gate and is used for transporting equipment needs at Crime Prevention presentations.

1.3 Criminal Investigation Division
1.3.1 Surveillance Vehicle
1.3.1(a) Used as needed for surveillance needs.
1.3.1(b) This is a covert vehicle and shall not be used in a manner as to reveal its identity.

2 AUTHORIZED PERSONS TO OPERATE SPECIAL PURPOSE VEHICLES (41.1.4 c,d,g)

2.1 Uniform Operations
2.1.1 Mobile Command Center
2.1.1(a) Any command officer may authorize any qualified employee to operate this vehicle.
2.1.1(b) Anyone assigned to operate this vehicle must be familiar with driving large top heavy vehicles with standard transmissions.

2.1.2 Police Rescue Vehicle (PRV)
2.1.2(a) Authorization for using the PRV requires the approval of the Chief of Police or his designee, in all cases outside of emergency circumstances.
2.1.2(b) Any person operating the PRV must have received operating instructions from a member of the Special Response Team.
2.1.2(c) Any sworn officer may operate the PRV. Sworn officers from other agencies may also operate the
PRV once the Chief or his designee has granted permission.

2.1.3 Raid Van
2.1.3(a) Any member of the Special Response Team can authorize any sworn officer to operate this vehicle. Persons operating this vehicle need to be familiarized with its operation before doing so.

2.1.4 Tactical Operations Center
2.1.4(a) Any Special Response Team member can authorize the use of this vehicle. Only Special Response Team members are authorized to operate this vehicle.
2.1.4(b) All Special Response Team members operating this vehicle shall be thoroughly familiar with its operation and equipment stored on board.

2.1.5 Transport Van
2.1.5(a) The Special Response Team supervisor or assistant team leader can authorize any sworn officer to operate this vehicle.
2.1.5(b) No special qualifications or training is needed for operating this vehicle.

2.1.6 Police Motorcycles
2.1.6(a) The traffic supervisor can authorize any sworn officer that has completed police motorcycle training and is state qualified to operate a police motorcycle.
2.1.6(b) Officers operating motorcycles must successfully complete police motorcycle training.
  • Must complete the initial, one week training.
  • Must complete the annual re-certification course.

2.1.7 Emergency Traffic Assistance Vehicles (ETAs)
2.1.7(a) Police supervisors may authorize any sworn officer to use the ETA.
2.1.7(b) Personnel assigned to operate the ETA should be familiar with operating 4-wheel drive vehicles. They also shall be familiar with the special equipment (booster cables, push bumpers, winch, etc), of the vehicles.

2.1.8 Breath Alcohol Testing Van
2.1.8(a) The Traffic Section Commander can authorize any sworn officer to use this vehicle.
2.1.8(b) Officers operating the van must be qualified to operate breath testing equipment.
SOG 304.3
Special Purpose Vehicles

2.1.9 Canine Vehicles
2.1.9(a) Canine officers assigned to the vehicles can authorize any sworn officer to operate the vehicle.
2.1.9(b) Operation of the Canine vehicle requires no special training.

2.2 Services Division
2.2.1 Crime Scene Unit Vehicle
2.2.1(a) The Administrative Commander or Crime Lab Supervisor can authorize the evidence technicians and latent print examiners to operate this vehicle.
2.2.1(b) Only crime lab employees, trained in forensic evidence collection may operate this vehicle.

2.2.2 Detention Transportation Vehicles
2.2.2(a) Any authorized police personnel can authorize use and operate these vehicles.
2.2.2(b) No special training is needed to operate these vehicles.

2.2.3 DARE Vans
2.2.3(a) Any DARE officer can authorize the use and operate these vehicles.
2.2.3(b) No special training is needed for operation.

2.2.4 DARE Corvette
2.2.4(a) The DARE supervisor can authorize any sworn officer to operate this vehicle.
2.2.4(b) No special training is needed to operate.

2.2.5 Crime Prevention Van
2.2.5(a) Any Crime Prevention or DARE officer can authorize the use and operate this vehicle.
2.2.5(b) Operator must be familiar with the operation of the "lift gate".

2.3 Criminal Investigations Division
2.3.1 Surveillance Vehicle
2.3.1(a) Any Criminal Investigative Division supervisor can authorize any sworn officer to operate this vehicle.
2.3.1(b) The operator must be trained on the usage of the technical surveillance equipment contained in this vehicle.
3 EQUIPMENT AND MAINTENANCE (41.1.4 e,f)
3.1 Uniform Operations
3.1.1 Mobile Command Center
3.1.1(a) The Mobile Command Center has the following equipment:
- 110 Volt generator
- Battering Ram
- Hook-ups for command and negotiator phone
- Riot helmets
- Gas masks
- Ground Cloths
- Office supplies
- Portable television, 35 mm camera, flash and film
- Maps and clear plastic overlays.

3.1.1(b) The commander of the Operations Division or his designee is responsible for the maintenance of the vehicle.

3.1.2 The Police Rescue Vehicle (PRV)
3.1.2(a) The PRV is equipped with emergency lights and sirens. The PRV will contain a stretcher and braces for use in transporting persons or equipment.

3.1.2(b) The PRV is to be maintained by the Special Response Team. The Special Response Team is to ensure the vehicle is available at all times unless the vehicle is undergoing repairs.

3.1.3 Raid Van
3.1.3(a) Equipment to be carried in the Raid Van shall consist of:

• Breaching equipment, such as a ram, screen door hook, hooligan tool, bolt cutters, etc. necessary to gain entry to locked/fortified structures during the service of search warrants.
• Safety equipment such as fire extinguisher, medical kit, oxygen delivery kit, and rubber gloves.
Special Purpose Vehicles

- S.O.G. Equipment, including the clipboard with SRT paperwork and the camera bag, needed for SRT documentation.
- Additional specialized equipment required by SRT members during tactical operations.

3.1.3(b) A Special Response Team, "Red Team" member shall be assigned to be responsible for the care and maintenance of this vehicle.

3.1.4 Tactical Operations Center

3.1.4(a) Equipment needs frequently change with the creation of new or different police tactics. Therefore, it will be the responsibility of the SRT officer assigned this vehicle to ensure that the inventory reflects the equipment the team has chosen to work with.

3.1.4(b) The SRT supervisor will assign one Red Team member as the person responsible for ensuring the upkeep and maintenance of the vehicle and equipment.

3.1.5 Transport Van

3.1.5(a) This vehicle contains a 2-way radio.

3.1.5(b) The SRT supervisor will assign one Red Team member as the person responsible for ensuring the upkeep and maintenance.

3.1.6 Police Motorcycles

3.1.6(a) Police Motorcycles will be equipped with a hand held radar unit and a two way radio with capabilities for helmet transmission. Will also be equipped with emergency lights and siren.

3.1.6(b) Officers shall be responsible for the upkeep and maintenance of their assigned motorcycle.

3.1.7 Emergency Traffic Assistance Vehicles (ETA's)

3.1.7(a) Shall be equipped with emergency lights, siren, and two-way radio. Additional equipments shall include:

- Booster Cables
- Large push bumper
- Power winch
- Traffic cones and other equipment for use at accident scenes.

3.1.7(b) Traffic Section personnel assigned to routinely operate
the ETA's shall monitor the condition of the vehicles and shall have necessary repairs completed by the appropriate personnel, department or business.

3.1.8 Breath Alcohol Testing (BAT) Van

3.1.8(a) The BAT Van is equipped with:
- Breath-testing machine
- Cellular phone
- Forms and equipment necessary for the operation of the breath-testing machine
- Emergency lights, siren and two-way radio.

3.1.8(b) The BAT van and equipment shall be maintained by Traffic Section personnel.

3.1.9 Canine Cars

3.1.9(a) Canine cars will have emergency lights, siren, and two-way radio. Other equipment kept in vehicle includes, but is not limited to:
- Hot Dog Alarms
- Cages separating dog from occupants.

3.1.9(b) Canine handlers that are assigned to the vehicle are responsible for the vehicles upkeep and maintenance.

3.2 Services Division

3.2.1 Crime Scene Unit Vehicle

3.2.1(a) Will be equipped with a two-way radio, emergency lights and siren, advanced evidence collection equipment such as video camera, super glue wand, 35 mm camera, static lifters, wet print lifters, omni-chrome light source, evidence vacuum, generator, lights, evidence markers, and evidence collection containers.

3.2.1(b) The Crime Lab supervisor is responsible for the vehicle's upkeep and maintenance.

3.2.2 Detention Transportation Vehicles

3.2.2(a) Will be equipped with a two-way radio, emergency lights and siren, fire extinguisher, and a first-aid kit.

3.2.2(b) A detention officer will inspect this vehicle at the beginning of each shift, checking tire pressure, gasoline, and road worthiness. He will inspect the interior for contraband.

3.2.3 DARE Vans

3.2.3(a) Will be equipped with necessary supplies to assist DARE officers with their school assignments.
SOG 304.3
Special Purpose Vehicles

3.2.3(b)  The DARE supervisor is responsible for upkeep and maintenance of the vehicles.

3.2.4  DARE Corvette
3.2.4(a)  Equipped with emergency lights.
3.2.4(b)  The DARE supervisor is responsible for upkeep and maintenance of this vehicle.

3.2.5  Crime Prevention Van
3.2.5(a)  Equipped with two-way radio, talking bicycles, and McGruff robot. The van is also equipped with a "lift gate".
3.2.5(b)  The Crime Prevention supervisor is responsible for causing the upkeep and maintenance of this vehicle.

3.3  Criminal Investigative Division
3.3.1  Surveillance Vehicle
3.3.1(a)  Will be equipped with technical surveillance equipment. This vehicle will also be equipped with two-way radio.
3.3.1(b)  The NET supervisor is responsible for the upkeep and maintenance of this vehicle.

III. Attachments

1. Authorized Operators of Special Vehicles for 1998
Agency Owned Property

I  Policy

The Springfield Police Department accepts responsibility for the care and control of valuable City equipment entrusted to its use. The overall responsibility for the department's inventory of equipment lies with the Quartermaster, however, all employees are expected to properly care for equipment and materials assigned to them.

II  Procedure

1  INVENTORY OF EQUIPMENT AND SUPPLIES (17.5.1)

1.1   The Quartermaster will maintain an inventory of all non-expendable equipment with a useful life of over one (1) year and a value of $100 or more.

1.1.1  This inventory will include, at the minimum, an identification number, a description, and the place or person to whom it is assigned.

1.1.2  Changes in assignment or location shall be reported to the Quartermaster who shall update the record.

1.1.3  Each unit shall provide Quartermaster with an inventory list on July 1 of each year.
SOG 304.4
Agency Owned Property

2  ISSUING EQUIPMENT AND SUPPLIES (17.5.2)
2.1 Each employee will be responsible for maintenance of articles issued by the Quartermaster. This includes items such as radios, radars, shotguns, weapons, keys, etc.
2.1.1 The Quartermaster will maintain a system for documenting the assignment of such equipment.
2.1.2 Such items must be checked back in at the conclusion of the employee's employment.
2.1.3 Replacement of non-expendable items which become unserviceable will require that the item be exchanged, repaired, or taken out of service.
2.2 Some personal equipment and uniforms (body armor, traffic vests) will be issued to officers. The Quartermaster will maintain records of non-expendable items issued to officers.
2.3 Expendable items in general use may be obtained from the Quartermaster by completing a request form.
2.4 The acquisition of unusual or specialty order items requires written authorization by a commanding officer.
2.5 The Quartermaster will follow the rules established by the city purchasing agent in the acquisition of all equipment and supplies.

3  DAMAGE, LOSS, AND THEFT OF EQUIPMENT
3.1 Employees are required to take proper care of all equipment and supplies entrusted to their use or custody. Abuse, misuse, or negligence will result in appropriate disciplinary action.
3.2 Ordinary wear-and-tear of problems with serviceability of equipment shall be reported to the Quartermaster whenever discovered by an employee.
3.3 Loss, theft, or damage to non-expendable property (useful life of more than one (1) year, value of $100 or more) shall be reported on a Springfield Police Department Equipment Report.
3.3.1 The employee in control of the item at the time the loss, theft, or damage occurs must complete this report and submit it to their commanding officer.
3.3.2 The commanding officer will review the report, along with any other information pertaining to the incident, and make a determination as to whether abuse, misuse, or negligence were involved.

4  MAINTAINING FOR OPERATIONAL READINESS (17.5.3)
4.1 Each unit is responsible for operational readiness of their assigned equipment. This includes care and cleaning, preventive maintenance, repair, workability, and responsiveness.
4.2 Operational readiness will be maintained by respective units.
4.2.1 Radar Equipment - Traffic
4.2.2 Breathalyzer - Traffic
4.2.3 Fleet - Quartermaster
4.2.4 Radios - Quartermaster
4.2.5 Weapons - Rangemaster
4.2.6 Computers - Research Development
4.2.7 Cellular Phones - Budget Officer
4.2.8 Pagers - Budget Officer
4.2.9 Miscellaneous - Quartermaster
4.2.10 Specialized Equipment/SRT

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July 16, 1998
SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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Accreditation Index: 1.3.4, 1.3.9, 1.3.10, 1.3.11

Rescinds 510

Part: Support Services
Chapter: Facilities and Equipment

Chief of Police:

Weapons

I  Policy

It is the policy of the Springfield Police Department to equip its officers with weapons and ammunition which are safe, of superior technology and quality. It is also the policy of the Springfield Police Department to require officers to demonstrate at least annually proficiency in the use of all firearms and intermediate weapons utilized under color of official duty. The Springfield Police Department recognizes that combative, armed and/or violent subjects create handling and control problems requiring special training and equipment.

II  Definitions

Range Officer - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school). The Range Officer shall be responsible for all aspects of firearms training, including the inspection, evaluation, maintenance and repair of all firearms authorized for use by the Springfield Police Department. The Range Officer shall be responsible for the development and coordination of firearms training, courses of fire, procurement of all firearms, ammunition, targets and all other supplies needed for the operation of the firing range and duty use.
**Range Instructor** - A sworn officer who has received specialized training in the instruction of firearms training and activities (firearms instructor school) and recommended by the Range Officer, Training Director and approved by the Chief of Police. The Range Instructor shall serve as the Range Officer in their absence.

**Armorer** - Any sworn officer who has received specialized training to provide firearms manufacturers authorized maintenance and repair for authorized firearms. The armorer must be recommended by the Range Officer, Training Director and approved by the Chief of Police. (The written approval shall specify which firearms the armorer is authorized to maintain and repair.)

**Department issued handgun** - A Department issued handgun is the Glock .40 Caliber semi-automatic handgun or any other handgun issued by the Department for use by its officers.

**Personally owned handgun** - A Department approved handgun, semi-automatic pistol or revolver that has been inspected and evaluated by the Range Officer or designee and approved by the Chief of Police.

**Department issued shotgun** - A Department issued Remington Model 870 Police 12 gauge pump-action shotgun, or any other shotgun issued by the Department for use by its officers.

**Personally owned shotgun** - A Department approved Remington Model 870 Police 12 gauge pump action shotgun, or Heckler and Koch, Benelli 12 gauge semi-automatic shotgun, meeting the same specifications as the Department issued shotguns. The shotgun must be inspected and evaluated by the Range Officer or designee and approved by the Chief of Police.

**Authorized Automatic Firearms** - Any Department issued automatic firearm with which the officer has met approved levels of proficiency in firearms qualification training.

**Projectile Launcher** - Any Department issued launcher with which the officer has met approved levels of proficiency in firearms qualification training.

**Less Lethal Force Philosophy** - A concept of planning and force application, which meets operational objectives, with less potential for causing death or serious physical injury than conventional police tactics/equipment.

**Safety Priorities** - The department safety priorities are established as follows:
- Hostages
- Innocent citizens
- Police officers
-Subjects/Suspects

**Subject** - The person who is the focus of the police operation.

**Official Color of Duty** - Any action taken by a sworn officer whether on or off duty pursuant to his/her status or authority as a police officer.

**Defensive Tactics Instructor /Trainer** - Any sworn officer who has received specialized training in the instruction of defensive tactics. The Defensive Tactics Instructor / Trainer shall be responsible for the development and coordination of the defensive tactics training and the training of Defensive Tactics Instructors.

**Defensive Tactics Instructor** - Any sworn officer who has received specialized training in the instruction of defensive tactics. Defensive Tactics Instructors shall serve as assistants to the Defensive Tactics Instructor / Trainer.

**Department Issued Impact Weapons** - The Department issued impact weapons will consist of a collapsible straight baton and a solid straight baton.¹

**Personally Owned Impact Weapons** - Any high quality 2 or 3 piece expandable straight baton or a solid straight baton. Personally owned impact weapons are to be inspected and evaluated by the Defensive Tactics Instructor / Trainer or designee, and approved by the Chief of Police.²

### III Procedure

1. **GENERAL FIREARMS REQUIREMENTS**
   1.1 General Requirements
      1.1.1 All on-duty officers, whether in uniform or non-uniform, shall be armed with an approved duty handgun as specified in Section 2.1 or 2.2.
      *Exceptions:* Officers operating in a status where possession of a firearm would endanger the officer, or the operation in which they are participating.
      *Officers with non-uniform administrative assignments are exempt from carrying a handgun while performing that assignment.

      1.1.2 Prior to carrying, ALL weapons (firearms, impact, chemical) shall be reviewed, inspected, and approved by a qualified weapons

¹ Definition revised per Policy Change Order 99-011, 2-1-99.
² Definition revised per Policy Change Order 99-011, 2-1-99.
instructor or armorer. The date of the inspection and name of inspector shall be recorded and forwarded to the Range Officer (firearms), Quartermaster (impact and chemical), or SRT Supervisor (special weapons) as appropriate.

1.1.2(a) If a weapon is determined to be unsafe, the instructor or armorer shall remove it from use pending repair, record the malfunction, cause repair to be made, and provide a replacement to the employee as soon as practical. (1.3.9-c)

1.1.3 On-duty officers carrying a firearm in an unconcealed manner, must be readily identifiable as a police officer.

1.1.4 Whether on or off-duty, officers shall carry their police identification while armed.

*Exceptions:* Officers operating in a status where possession of police identification would endanger the officer, or the operation in which they are participating.

*When participating in recreational shooting activities.

1.1.5 The carrying of a handgun while off-duty shall be at the option of the officer. If the officer elects to carry a Department approved handgun off-duty, as specified in Section 2.3, it must be concealed from public view. An officer who elects not to carry a handgun while off-duty shall not be subject to disciplinary action if an occasion should arise in which they could have taken police action were they armed.

1.1.6 The carrying of an additional handgun for the purpose of a back-up handgun shall be at the option of the officer. If the officer elects to carry a back-up handgun, it must be a Department approved handgun as specified in Section 2.4.

1.1.7 Officers engaged in off-duty employment which requires the performance of police related services shall be armed with a Department approved on-duty handgun as specified in Section 2.1 or 2.2.

1.1.8 All officers shall be armed with a Department approved handgun, as defined in Section 2.1, 2.2, or 2.3, while operating any police vehicle.

1.1.9 Department issued firearms will not be used for hunting purposes.

1.1.10 All officers must meet approved levels of proficiency in firearms qualification training as set forth by the Range Officer and approved by the Chief of Police.

1.1.11 The officer's handgun will be fully loaded when the officer is carrying the handgun. Chamber and magazines for semi-auto handguns and cylinder for revolvers.
1.1.12 Long guns will be carried with the magazine loaded and the chamber empty, unless being used by the officer.

1.1.13 Only manufacturers magazines are authorized for use in Department issued or approved firearms.

1.1.14 Officers are responsible for the safekeeping and security of all firearms authorized by the Department, that are in their custody.

1.2 Officers shall not carry any firearm under the following circumstances:

1.2.1 The officer is on suspension or is directed not to do so by the Chief of Police.

1.2.2 The officer has not successfully met proficiency and qualification levels as set forth by the Department.

1.2.3 While consuming alcoholic beverages or taking medication that impairs physical or mental ability.

*Exception:* When required by the nature of assignment or the safety of the officer would be at risk.

1.3 Reserve police officers are authorized to carry weapons only in accordance with Springfield City Code 29-36, 37 which defines lawful authority of Police Reserves to act only upon direction of the Chief of Police. As such, Police Reserve Officers are authorized to carry weapons only if they are in full compliance with Police Department weapons training and certification procedures.⁴

2 DISPLAY OF FIREARMS

2.1 Except for general maintenance, supervisory inspections, storage or authorized training; officers shall not draw or exhibit firearms unless circumstances create a strong reasonable suspicion that it may be necessary to lawfully use the weapon in conformance with other sections of this order.

2.2 A handgun shall not be carried or placed at any time in a "cocked" condition, except for second and subsequent rounds of a semi-automatic firearm.

2.3 Department owned firearms shall not be carried or utilized for any non-law enforcement activity.

2.4 No officer shall display or provide any weapon to a citizen to inspect, examine or otherwise handle unless authorized by the Chief of Police.

3 AUTHORIZED HANDGUNS

3.1 Primary, On-Duty Handgun, Uniform Duty

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⁴ Earlier revisions by Policy Change Order 99-003 are rescinded and replaced by Policy Change Order 99-016 which also deleted sections 1.3.1 and 1.3.2.
3.1.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

3.1.2 Criteria for Personally Owned Primary, On-Duty Handguns, Uniform Duty

3.1.2(a) Calibers
- 9mm
- .40 S&W
- .45 ACP

*Exception: (Honor Guard Officers only, when on assignment. The handgun must be carried concealed.)*
- .380 ACP
- .38 Special
- .357 Magnum

3.1.2(b) Manufacturer
- Beretta
- Glock
- Heckler & Koch
- Sig-Sauer
- Smith & Wesson
- All other manufacturers will be inspected and evaluated on an individual basis. - (Honor Guard Officers only)

3.1.2(c) Handgun Specifications
- Upon the effective date of this policy, newly authorized handguns must be double-action only or decock-only models. All previously authorized firearms will continue to be approved until a new handgun is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 3.5 inches and not more than 6 inches. (Honor Guard Officers exempt)
- Minimum ammunition capacity: Five (5) rounds
- Officers will be authorized to qualify with only one (1) on-duty handgun for Uniform Duty use per year,

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4 Exception revised per Policy Change Order 99-012, 2/1/99.
5 Section revised per Policy Change Order 99-012, 2/1/99.
6 Exception revised per Policy Change Order 99-012, 2/1/99.
3.2 Primary, On-Duty Handgun, Non-Uniform Duty

3.2.1 An approved primary on-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

3.2.2 Criteria for Personally Owned Primary, On-Duty Handguns, Non-Uniform Duty

3.2.2(a) Calibers

- .38 Special
- .357 Magnum
- 9mm
- .40 S&W
- .45 ACP

*Exception:

- .380 ACP (NET & undercover officer assignments only)

3.2.2(b) Manufacturer

- Beretta
- Glock
- Heckler & Koch
- Sig-Sauer
- Smith & Wesson *(revolver or semi-automatic pistol)*

- All other manufacturers will be inspected and evaluated on an individual basis.

3.2.2(c) Handgun Specifications

- Upon the effective date of this policy, newly authorized handguns must be double-action only or decock-only models. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single-action handguns are not authorized.

- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum barrel length: Not less than 2 inches and not more than 6 inches.
- Minimum ammunition capacity: Five (5) rounds
- Handguns shall be carried in holsters. *Exception:* Undercover officers or officers assigned to tactical plainclothes duty are not required to wear holsters.
3.3 Off-Duty Handguns

3.3.1 An approved off-duty handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

3.3.2 Criteria for Personally Owned, Off-Duty Handguns

3.3.2(a) Calibers
- .380 ACP
- .38 Special
- .357 Magnum
- 9mm
- .40 S&W
- .45 ACP

3.3.2(b) Manufacturer
- Beretta
- Glock
- Heckler & Koch
- Sig-Sauer
- Smith & Wesson (revolver or semi-automatic pistol)
- Kahr
- All other manufacturers will be inspected and evaluated on an individual basis.

3.3.2(c) Handgun Specifications
- Upon the effective date of this policy, newly authorized handguns must be double-action only or decock-only models. All previously authorized firearms will continue to be approved until a new weapon is acquired. Single-action handguns are not authorized.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum ammunition capacity: Five (5) rounds
- The handgun must be concealed and carried in a secure manner.

3.4 Back-up Handguns

3.4.1 If an officer chooses to carry a back-up handgun it must be carried in conjunction with the officer's primary on-duty handgun. The back-up handgun is for use in exigent circumstances when the officer's primary on-duty handgun cannot be used.

3.4.2 An approved back-up handgun is any Department issued handgun or personally owned handgun meeting the following requirements.

3.4.3 Criteria for Back-up Handguns

3.4.3(a) Calibers
3.4.3(b) Manufacturer

- Beretta
- Glock
- Heckler & Koch
- Sig-Sauer
- Smith & Wesson (revolver or semi-automatic pistol)
- Kahr
- All other manufacturers will be inspected and evaluated on an individual basis.

3.4.3(c) Handgun Specifications

- Any on-duty or off-duty approved handgun would be an approved back-up handgun.
- The handgun may be the following types of action: revolver, semi-auto, derringer.
- The handgun must be equipped with some form of a "drop safety" designed to prevent an unintentional discharge if the handgun is dropped.
- Minimum trigger pull weight: Factory trigger pull weight not less than five (5) pounds.
- Minimum ammunition capacity: Two (2) rounds.
- The back-up handgun must be carried concealed in a secure manner.
- The back-up handgun shall not be carried as an off-duty handgun, unless it meets the criteria for off-duty handguns.

4 AUTHORIZED SHOTGUNS

4.1 Authorized Shotguns, Uniform and Non-Uniform Duty

4.1.1 An approved shotgun is any Department issued shotgun or personally owned shotgun as defined in Section II.

4.2 Authorized Modifications to Shotguns
4.2.1 Authorized modifications to Department issued or personally owned shotguns are allowed only if they are performed by the manufacturer, manufacturer authorized service center, or a Department approved armorer.

4.2.1(a) Authorized modifications are limited to the installation of:
- Sling
- Forearm flashlight
- "Side Saddle" type receiver mounted ammunition carriers
- Remington factory magazine extension
- Synthetic buttstocks (standard or pistol grip, full length)
- Synthetic "Speedfeed" type buttstock (*standard or pistol grip, full length)
- Synthetic forearm
- Night Sights

5 AUTHORIZED RIFLES

5.1 Specified SRT personnel may be authorized to carry a department issued rifle or personally owned carbine rifle which has been inspected and evaluated by the range officer or designee and approved by the Chief of Police. The SRT officer shall demonstrate proficiency in qualification as set forth by the range officer and approved by the Chief of Police.

5.1.1 Department issued rifle - Any scoped rifle or carbine rifle, issued by the Department for use by its officers.

5.1.2 Personally owned rifle - A Department approved Colt or Heckler and Koch semi-automatic carbine rifle meeting the same specifications as the Department issued carbine rifles. The carbine rifle must be inspected and evaluated by the Range officer or designee and approved by the Chief of Police.

6 AUTHORIZED AUTOMATIC FIREARMS

All officers who are assigned special weapons and ammunition shall successfully complete qualification courses and training provided by the firearms training staff and/or those firearms instructors of the affected units and approved by the Chief of Police.

7 PROJECTILE LAUNCHER

All officers who are assigned special weapons and ammunition shall successfully complete qualification courses and training provided by the firearms training staff and/or those firearms instructors of the affected units and approved by the Chief of Police.
8 FIREARMS RECORDS (1.3.9-d)
The Range Officer shall maintain a record for each firearm approved by the Department for use under official color of duty which shall include:
8.1 Initial Date of Service
8.2 Description
8.3 Manufacturer Model and Caliber
8.4 Serial Number
8.5 Repair or service history
8.6 Officer and date issued
8.7 Proficiency qualification scores and dates

9 FIREARMS MODIFICATIONS AND REPAIRS
9.1 All Department issued and Department approved personally owned firearms shall not be modified from the manufacturer's specifications, except under the following circumstances:
9.1.1 All modifications or repairs shall be conducted by the manufacturer, manufacturer authorized service center, or department approved armorer.
9.1.2 The Range Officer shall be notified, in writing, of all modifications or repairs. Documentation shall be kept on file with the Training Unit.
9.1.2(a) Officers may install a slip-on grip on their department issued or personally owned handgun. All other grip changes or modifications shall be conducted per 9.1.1.

10 FIREARMS MAINTENANCE
10.1 Officers shall maintain all firearms issued to them, or approved for use by the Department, in proper working order. Officers shall not disassemble any Department issued or Department approved personally owned firearm beyond field stripping, as per the manufacturers recommendations for proper maintenance and cleaning. All other disassembly shall be conducted by the manufacturer, manufacturer authorized service center, or department approved armorer.
10.2 Each repair or service transaction shall be documented and recorded as required under Section 9.1.2.

11 AMMUNITION
11.1 Officers shall carry all approved firearms loaded with department issued ammunition, which shall not be modified in any way.
11.2 The Range Officer shall be responsible for purchasing and issuing all ammunition for all officers of the Department. All ammunition purchase requests shall be routed to the Range Officer and must be approved by the requesting unit's Division Commander.

11.2.1 All ammunition shall be produced by a major commercial manufacturer of such product.

11.2.2 All issued duty ammunition shall be rotated at least on an annual basis.

11.2.3 All issued duty, off-duty, back-up and training ammunition shall be approved by the Chief of Police.

11.2.4 Ammunition Specifications

11.2.4(a) Handgun Ammunition
- .22 Long Rifle and .22 Magnum
- .25 ACP
- .32 ACP
- .380 ACP
- .38 Special +P
- 9mm
- .40 S&W
- .45 ACP

11.2.4(b) Shotgun Ammunition
- 00 Buckshot
- Rifled Slug
- Less Lethal Projectile
- 12 Gauge Tear Gas Projectile

11.2.4(c) Rifle Ammunition
- .223
- .308

Other specialized ammunition used by various units.

12 FIREARMS PROFICIENCY, TRAINING AND TESTING
Courses of fire and tests designed to require the officer to demonstrate accuracy, safety, functionality and maintenance with the firearms the officer carries or uses and knowledge of laws concerning the use of firearms.

12.1 All persons utilizing the range facilities shall follow the direction of the Range Officer/Range Instructor at all times.

12.2 Courses of fire will be designed by the firearms training staff to include scores, target types, timing, distance and practical conditions that meet the needs of the officer to be prepared for duty.

12.3 Scores will be documented as either pass/fail or in annual firearms qualification courses as a numerical score of no less than 70% to pass.
12.4 Proficiency tests will include demonstrated ability of the officer to accomplish the following: drawing, holstening, clearing stoppages, loading, unloading, and the handling of a firearm in a safe manner, as designated by the firearms training staff.

12.5 Target types will consist of, but will not be limited to the following:
   12.5.1 Paper targets with a printed design to represent areas to hit that will stop an aggressive action and be used for scoring accuracy.
   12.5.2 Steel targets that give instant feedback to the officer on accuracy.
   12.5.3 Shoot/Don't Shoot targets that represent a need for an officer to react appropriately.
   12.5.4 Firearms Training System (FATS)

12.6 Successful completion of a transitional training course conducted by the firearms training staff is required by any officer who changes from a primary handgun of one design to a primary handgun of another design prior to being approved to carry the new handgun (i.e. switching from a revolver to a semi-automatic).

12.7 Annual firearm proficiency qualification requirements shall consist of successful completion of two out of three courses for each authorized firearm. Frequency of qualification shall be:
   12.7.1 For the ranks of Police Officer through Police Lieutenant, four times per year.
   12.7.2 For the ranks of Police Major and Chief of Police, once per year.\(^7\)

12.8 All officers who are assigned special weapons and ammunition shall successfully complete qualification courses and training designed by the firearms training staff and those in charge of the affected units on an annual basis.

12.9 Remedial training shall be required of those officers who fail to achieve the minimum scores or levels of proficiency that are required by the Department.
   12.9.1 Remedial training shall continue until the officer meets the standards. If the officer fails to meet the standard, the Firearms Instructor will inform the supervisor, Commander and the Chief of Police for further action.
   12.9.2 Failure to meet the minimum standards shall result in temporary reassignment to administrative duties that do not require the use of a firearm until the standards are met.
   12.9.3 Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in SOG 103.8, "Administration of Discipline."

\(^7\) Captain changed to Major, 9-2-98.
12.10 The Range Officer or Range Instructor conducting the firearms training shall complete records documenting all firearms training for each officer. These records shall be retained by the Training Unit.

12.11 All firearms instruction, training and qualifications shall be provided by a certified firearms instructor.

13 LESS LETHAL EXTENDED RANGE IMPACT DEVICES

13.1 There are many projectiles considered "less lethal." The primary types used by the Springfield Police Department are the:

13.1.1 Flexible Baton - 12 gauge.
13.1.2 Non-flexible - 37 mm.
13.1.3 Taser

13.2 TECHNICAL ASPECTS - Kinetic Energy Impact Projectiles

13.2.1 Flexible Baton - 12 gauge

The authorized 12 gauge less lethal rounds are manufactured by MK Ballistics. These rounds are referred to as the "Flexible Baton-12-Standard" (red), and the "Flexible Baton-12-Close Range" (green).

13.2.1(a) The standard round (red) is a 2 3/4 inch plastic 12 gauge cartridge, containing a 2 inch square fabric bag, filled with approximately 40 grams of lead shot.

13.2.1(b) The Standard bag exits the barrel at approximately 300 feet per second, and delivers approximately 120 ft/lbs of kinetic energy at that range.

13.2.1(c) The close range bag (green) is the same size and weight as the standard bag, but with a muzzle velocity and energy of 240 feet per second, and 80 ft/lbs of energy.

13.2.2 Non-flexible - 37 mm

13.2.2(a) The authorized 37 mm less lethal rounds are manufactured by Sage Control Ordinance. These rounds are the "KO1" and KO1 LE.

13.2.2(b) This 37 mm round contains a non-flexible polyurethane projectile, weighing 77.5 grams.

13.2.2(c) The standard KO1 round has a velocity and energy of 240 feet per second and 153 ft/lbs of energy, when measured 10 feet from the muzzle.

13.2.2(d) The KO1 LE (low energy) round is designed for close range use, and has a velocity and energy of 175 feet per second and 81 ft/lbs of energy, when measured
13.2.3 Taser

13.2.3(a) The Taser is a hand held battery operated unit covered by polyolifin sleeve. The unit is about the size of a three cell flashlight. The Taser is designed to immobilize a suspect by means of an electrical current. The electrical current causes the muscles in the body to involuntarily contract.

13.2.3(b) The Taser operates on a 9 volt Ni-cad battery which produces about 7.2 volts. These volts pass through a system of oscillators, capacitors, and transformers resulting in a pressure of 50,000 volts, a current of 3 amps (peak) and 3 watts of power.

13.2.3(c) The authorized Taser and ammunition cartridges are manufactured by Tasertron. The cartridges are referred to as "Standard", which are red in color, and "Training", which are yellow in color.

13.3 EVALUATION OF PROJECTILE TYPES

13.3.1 Kinetic energy impact projectiles will be evaluated on the following criteria:

13.3.1(a) Accuracy
13.3.1(b) Effectiveness
13.3.1(c) Potential for causing death or serious physical injury

13.3.2 Accuracy

13.3.2(a) This is the primary consideration, since proper shot placement greatly assists in controlling the other two evaluation criteria.

13.3.2(b) This will be evaluated based on the anticipated ranges of deployment.

13.3.2(c) A minimal standard of accuracy for such rounds is:
- Twelve inch group at 15 yards for the 12 gauge system.
- Twelve inch group at 25 yards for the 37 mm system.
This standard is achieved from a secure rest.

13.3.3 Effectiveness

13.3.3(a) This is the potential of the round to cause incapacitation, and reduce the subject's ability to continue their inappropriate behavior.

13.3.3(b) The level of energy necessary to cause incapacitation creates the potential for injury, but when properly deployed, with a low probability for causing serious
physical injury or death.

13.3.4 Potential for causing death or serious physical injury.

13.3.4(a) 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 and neck 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, including such areas as the chest, back, thoracic and abdominal cavities, and the groin.

13.3.4(b) When engaging a target, the officer should evaluate the effectiveness of each round during the volley. Compliance and/or incapacitation is 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.

13.4 DEPLOYMENT AREAS

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

13.4.2 The PR-24 training chart is the recognized department model for determining contact areas for kinetic energy impact weapons, based on potential for injury.

13.4.2(a) Green Areas - These areas will be considered when incapacitation is necessary, and a minimal potential for injury is the appropriate response.

13.4.2(b) Yellow/Red Areas - These areas will be considered when an escalation of force above green (areas) is necessary and appropriate, acknowledging an increase in the potential for death or serious physical injury.

13.4.2(c) Head/Neck - Intentional impacts to these areas will be avoided unless the use of deadly force is justified, necessary, and appropriate.

13.4.3 The primary deployment area for the Taser should be the back of the suspect. This target area may change based on the circumstances, the established safety priorities and the level of force authorized.
13.5 LEVELS OF CONTROL
13.5.1 The Springfield Police Department recognizes six distinct levels of force (I-VI).
13.5.2 The use of kinetic energy impact projectiles are considered a level V when deployed to areas of the suspect's body that are considered unlikely to cause death or serious physical injury.
13.5.3 The use of kinetic energy impact projectiles are considered a level VI-deadly force, if intentionally deployed at the head or neck.

13.6 DEPLOYMENT TECHNIQUES
13.6.1 12 gauge
13.6.1(a) The approved assigned shotguns will be carried with lethal ammunition in the magazine.
13.6.1(b) The qualified officer will carry the approved less lethal rounds within ready access at all times during a tour of duty, preferably attached to weapon.
13.6.1(c) Before transition to less lethal ammunition, the officer shall consider:
• The level of force being confronted;
• The proximity/access of subject to officer;
• The department safety priorities.
13.6.1(d) The officer will then determine if lethal cover is necessary and appropriate.
• Special consideration of lethal cover should be made in all cases involving subjects with firearms.
13.6.1(e) Transition
• When a qualified officer transitions the weapon from lethal to less lethal ammunition status, the following procedures shall be performed. The officer is solely responsible for the condition of the weapon (lethal vs. less lethal rounds).
  · All lethal ammunition will be removed from the weapon and remain under the control of the officer.
  · The officer will visually and physically inspect the chamber and magazine to insure that all lethal ammunition is removed from the shotgun.
  · The officer will then load the less lethal rounds into the shotgun, visually inspecting each round prior to insertion, ensuring that each round is in fact a less lethal round.
13.6.2  37 mm
13.6.2(a)  All 37 mm less lethal delivery systems will be maintained by the Special Response Team.
13.6.2(b)  This system will only be deployed by SRT officers who have qualified with the weapon.
13.6.2(c)  This system will be deployed with a lethal cover officer, in circumstances consistent with 6.3.

13.6.3  Taser
13.6.3(a)  Only those employees who have satisfactorily completed the Taser certification course may use the Taser.
13.6.3(b)  The Taser will be carried with the firing bays empty.
13.6.3(c)  The qualified officer will carry the approved live ammunition cartridges (red-standard) within ready access.
13.6.3(d)  Aiming and Dart Impalement
  • The Taser will be pointed toward the floor with the safety on. The live ammunition cartridges should then be loaded into both firing bays.

13.7  HANDLING OF PERSONS STRUCK BY PROJECTILES
13.7.1  Persons who are struck by a less lethal round shall be transported to a medical facility for examination.

13.8  INVESTIGATION  (See also SOG 103.10, Lethal and Less Lethal Use of Force Investigations)
13.8.1  Where application of impact weapons have been utilized and have resulted in injuries less than serious or that would impair normal life processes the following directives are to be followed:
13.8.1(a)  Completion of a Use of Force form.
13.8.1(b)  Photograph of impact area.
13.8.2  If the Taser is used, the Use of Force form and the Taser Report form must be completed.

13.9  TRAINING
13.9.1 Training in the use of extended range kinetic energy impact projectiles, will consist of an approved department end user program and an annual recertification.

14 INTERMEDIATE IMPACT WEAPONS

14.1 General requirements

14.1.1 A department approved baton will be carried by uniformed officers in the field at all times while on duty.

14.1.2 Non-uniformed officers may carry an impact weapon at their own discretion.

14.1.3 Uniformed officers will have readily available a straight wooden baton.\(^8\)

14.2 Authorized impact weapons

14.2.1 The Department will make available to all sworn personnel two impact weapons.

14.2.1(a) The 21 inch foam handled ”ASP” expandable straight baton along with the carrier will be issued to all uniformed personnel

14.2.1(b) The 18 inch foam handled ”ASP” will be issued to all non-uniformed personnel.

14.2.1(c) A one piece 26 inch straight baton will be issued to all uniformed officers.\(^9\)

14.3 Baton Carriers

14.3.1 Carriers for batons will be consistent with established uniform standards and of the type and nature required to properly secure the baton.

14.3.2 Uniformed officers will be required to have only the carrier on their duty belt for the baton that is routinely carried while on duty.

14.3.3 Non-uniformed officers will not be required to use a belt carrier for securing the baton.

15 INTERMEDIATE WEAPONS TRAINING

Training will be designed to require the officer to demonstrate proficiency with the types of weapons carried and knowledge of the laws and policies concerning the use of an intermediate weapon.

\(^8\) Section revised per Policy Change Order 99-011, 2-1-99.

\(^9\) Section 14.2.1(c) revised, section 14.2.1(d) deleted by Policy Change Order 99-011, 2-1-99.
15.1 All officers will complete a basic course of instruction in the proper use of and skill development of each type of approved impact weapon, prior to being authorized to carry the weapons while on duty.

15.2 Officers will complete an annual recertification course in the use of impact weapons.

15.3 All training courses will meet with POST approval along with approval of the Training Director and the Chief of Police.

15.4 Remedial training shall be required of those officers who fail to achieve the minimum levels of proficiency that are required by the Department.

15.4.1 If the officer fails to meet the standard, the Defensive tactics instructor will inform the supervisor, Commander and the Chief of Police for further action.

15.4.2 Continued failure to meet the minimum standards may result in administrative action taken against the officer as described in SOG 103.8, "Administration of Discipline."

16 CHEMICAL AGENTS

16.1 Chemical Agents will be available and used to incapacitate subjects when lower levels of force have failed in the apprehension or dispersal of these subjects.

16.2 Uniformed and non-uniformed personnel will be limited to the use of Pepper Spray unless additional specialized training is received in the use of Chemical Agents.

16.3 The deployment of Chemical Agents other than the use of Pepper Spray must be authorized by a Commander. [Refer to SOG 103.5, Use of Force, Section 6.5.2(a)].

17 12 Gauge shotgun chemical munitions will consist of the following devices:

18 37mm chemical munitions will consist of the following devices;
18.1 Long Range, CS
18.2 Tearing Agents Non-Burning
19.1 Pyrotechnic Noise Flash Diversion Devices
19.2 Pyrotechnic Tearing Agents
19.3 Pyrotechnic Smoke
19.4 Less Lethal Projectiles
19.5 Flameless Expulsion

AEROSOL PROJECTORS
Def-Tec brand
20.1 First Defense 10% OC Spray
20.1.1(a) Uniformed officers will be issued the model Mark IV
20.1.1(b) Non-Uniformed officers will be issued the model Mark VI
20.1.1(c) The model Mark IX (high volume output will be used
LESS LETHAL/INTERMEDIATE IMPACT WEAPONS RECORDS (1.3.9)

21.1 The Quartermaster is responsible for maintaining a record for each issued weapon other than firearms.

21.2 The Special Response Team is responsible for maintaining a record for each special weapon (firearm, less lethal, launchers, foggers, tasers, etc.) maintained in that unit.

21.3 A record shall include:

21.3.1 Type of weapon/munition
21.3.2 Manufacturer
21.3.3 Model Number, if any
21.3.4 Serial Number, if any
21.3.5 Number of Units (munitions)
21.3.6 Address and location of storage
21.3.7 Name of personnel issued to

21.4 All weapons shall be inspected and found acceptable for use by the unit supervisor prior to deployment.

PROFICIENCY RECORDS (1.3.9)

22.1 At least annually, each employee shall receive in-service training on use of force policy and demonstrate proficiency with each approved less lethal weapon that the employee is authorized to use.

22.1.1 Such training shall be provided by a certified weapons instructor;

22.1.2 Proficiency training records shall include results from tests or demonstrations, dates, and rosters of attending officers. These records shall be maintained by the Training Unit Supervisor.

22.1.3 Remedial training shall be scheduled for employees who are unable to qualify with an authorized weapon. The weapons system instructor shall notify the immediate supervisor and the Division Commander of the employee's remedial status.
22.1.3(a) Until the employee achieves full certification, s(he) shall not be permitted to operate the specific weapons system other than in a training environment.

22.1.3(b) The employee may be temporarily re-assigned pending successful completion of training and certification.

22.1.4 Upon the third failed attempt to achieve certification, the weapons system instructor shall forward copies of all training records to the employee's commander for possible disciplinary follow-up.
Uniforms and Equipment - General Regulations

I  Policy

To establish regulations for the proper wearing of apparel for both uniformed and plainclothes police department personnel. Employees are placed in uniform so that they all appear in the same neat, clean and orderly clothing. The uniform represents both dignity and authority. Any ornamentation deemed necessary for the uniform will be described. Any additional articles intended to dress up the uniform will not be allowed or permitted except by direct authorization of the Chief of Police. (41.3.4)

II  Procedures

1  GENERAL REGULATIONS

   1.1 While wearing the police uniform, no clothing or equipment other than that which has been approved or issued by the Department shall be visible.

   1.2 The ownership and title to all issued equipment is vested in the City. Equipment shall be replaced on an as needed basis.

   1.3 No issued item of uniform or equipment shall be transferred or exchanged by any department personnel without the approval of a supervisor.

   1.4 It shall be the duty of each employee of the Department to produce any article(s) of issued equipment or any other item worn or carried on duty which
Uniforms and Equipment-General Regulations

affects the employee's appearance or performance of duty, upon the demand of a supervisor.

1.5 When an employee of the Department vacates his position; all issued equipment shall be surrendered to the Department.

1.6 No employee shall wear any portion of the uniform while serving a suspension. Upon notification of being suspended, the employee shall immediately surrender his badge, identification cards, and issued firearms to the supervisor notifying him of the suspension, if directed by the Chief of Police.

1.7 Uniforms and civilian clothing shall not be intermixed at any time, except for the Class C T-shirt, or polo shirt, which may be worn with civilian clothing at the direction of the unit supervisor. Records personnel will be allowed to wear a civilian coat or jacket to and from work.¹

1.8 Uniform personnel shall not wear the uniform outside the city except while performing required duties or travelling to and from work.

1.9 An employee who loses or damages any city-owned property shall immediately report such loss or damage to his supervisor in writing and may be held responsible for the replacement of the property when the loss or damage is due to the employee's negligence.

1.10 Personal Grooming

1.10.1 All personnel shall practice good grooming habits. Uniforms and equipment shall be maintained in a clean, serviceable condition and highly polished where applicable. Employees shall, by their appearance, set an example of neatness and conformity with these regulations.

1.10.2 Male Officers

1.10.2(a) Hair may be worn in contemporary styles as long as the hair at the back of the head is not formed in a duck tail, pigtail, fool's tail or does not touch the top edge of the collar when standing. Hair may not extend over 1-1/2" from the sides of the head. Hair may not cover the tops of the ears and be styled in such a manner that it falls across the eyes under normal conditions. Sculptured haircuts, eccentric haircuts, and eccentric hair colors are prohibited.

1.10.2(b) Sideburns shall not extend below mid-ear and shall, at no point, be no more than 1" wide.

1.10.2(c) Officers shall be clean shaven with the exception of mustaches. Mustaches shall be neatly trimmed and

¹ Polo shirt added to Section 1.7, 1/20/98.
1.10.3 Female Officers
1.10.3(a) Hair shall be of a length and style which insures safety. The hairstyle and length shall not interfere with the proper wearing of a hat or interfere with the proper use of equipment. Eccentric hair styles, pigtails, ponytails, bouffants, and eccentric hair colors are specifically prohibited. Conspicuous barrettes, pins or combs are not permitted.

1.11 Eye Wear
1.11.1 Sunglasses may be worn when required for protection from harsh sunlight. Acceptable frame colors are black, brown, chrome, gold or clear. Acceptable lens tints are brown, gray, green or photo-gray. Mirrored or reflective type lenses are prohibited. Frames shall be of conventional design and are subject to department approval.
1.11.2 Prescription glasses may be worn by employees. Acceptable frames and lens tints are the same as for sunglasses; however, exceptions may be made on an individual basis to avoid hardship on the employee.
1.11.3 Plain black elastic retention bands or plain black lanyards are permitted.²

1.12 Personal Jewelry
1.12.1 Eccentric styles or excessive quantities of personal jewelry are prohibited.
1.12.2 No visible neck chains, necklaces or bracelets shall be worn by sworn personnel while in uniform except for medical alert bracelets.
1.12.3 Earrings may be worn by female employees only.
1.12.4 A single, plain earring not exceeding 1/4” in diameter only shall be permitted for uniformed female employees. The earrings may be of the ball, pin or stud type with gold or silver finish.³

1.13 Uniform Expenses (22.2.8)
1.13.1 Eligible employees as defined by General Ordinance 4222 shall be paid a uniform allowance as provided in the ordinance. This allowance is to cover the initial cost, maintenance and replacement due to normal wear of uniforms.

² 1.11.3 revised 1/20/98 to include lanyards.
³ Section added 7/8/98.
1.13.2 Employees who damage uniforms in the performance of their duties may apply for reimbursement. Reimbursement for uniforms shall normally be prorated on the life of the article damaged.

1.13.3 Employees who damage personal property while in the performance of their duties may apply for replacement or repair of the property. Normally, only those articles that would be considered necessary for the performance of duties will be replaced or repaired.

1.13.4 Employees receiving a full uniform allowance shall wear the uniform of the day more than 75% of their scheduled workdays.

1.14 Court Appearances

1.14.1 All employees are required to appear in court as a witness either in their regular duty uniform or appropriate business attire.

1.14.2 Emergency Response - Personnel who receive an emergency request from a court that they are needed immediately may respond in the clothing which they were wearing when they received the emergency notification.

1.15 In-Service Training Days

1.15.1 The clothing standard for in-service training days shall be casual business attire suitable for office wear (i.e. open neck sport shirt and slacks, blue jeans in good condition), Class C uniform, or the uniform of the day.

1.15.2 T-shirts and tennis shoes are acceptable only on training days that include the range or defensive tactics.

1.15.3 The same hygiene standards (i.e. clean shaven, etc.) apply for training days as regular duty.

1.15.4 The Training Unit Supervisor will have the authority to allow exceptions to the above standards, if a special situation arises.

2 SWORN UNIFORMED PERSONNEL

2.1 CLASS C - Utility Uniform (BDU) - The Class C uniform is an optional and restricted uniform which is authorized only under the following conditions:
   In service training.
   Canine officers, while in the performance of canine related duties.
   Emergency call-in response where the officer will not reasonably expect to answer routine calls for service. (i.e.: natural disasters, civil disorder, serious accidents, manhunts)
   As otherwise authorized or directed by a commanding officer. (i.e.: severe weather conditions)

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4 Section 1.15 and subsections added 7/8/98.
2.1.1 Hat
2.1.1(a) Solid cloth, black baseball style cap with printed logo; "Springfield Police" in gold thread on the front.
2.1.1(b) Use is optional except when ordered by a supervisor.
2.1.1(c) Black pile cap with pull down flap and hat badge attached to the front, is optional during inclimate weather only.\(^5\)

2.1.2 Shirt - Black, cotton/polyester blend, similar to Brigade Quartermaster style 7838\(^6\), long or short sleeved shirt tucked into the trousers and with the following:
Cloth breast badge centered above left breast pocket.
Cloth name centered above right breast pocket flap. Name tag shall be sewn in gold thread and letters approximately 3/4” high.
Shoulder Patches - Same as Class B/Winter uniform.
Rank insignia
Sergeants and Corporals - Same as Class B uniform.
Lieutenants and Above - Placed the same as Class B uniform but shall be of gold thread.
Service Stars (optional) - Same as Class B/Winter uniform.
A black crew neck T-shirt or optional 100% cotton jersey turtleneck shirt with seamless, ribbed collar shall be worn under the Class C uniform shirt.\(^7\)

\* Exception: The regular Class C shirt may be removed and the black T-shirt only worn if weather conditions warrant and the change is approved by a supervisor. The police department logo shall be silk screened on the upper left front and "POLICE" across the back in gold letters. Anytime the T-shirt alone is authorized, officers may instead wear the optional black cotton polo shirt, with the SPD logo screenprinted on the left breast, and "POLICE" across the back in gold letters.\(^8\)

2.1.3 Trousers - Black, cotton/polyester blend with 6 pockets, button fly and drawstring cuffs. Trousers shall be worn tucked into boots or bloused.

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\(^5\) Section 2.1.1(c) added 1/20/98.
\(^6\) Description added to Section 2.1.2, 1/20/98.
\(^7\) Turtleneck added to Section 2.1.2, 1/20/98.
\(^8\) "Exception" revised 1/20/98.
2.1.4 Footwear - Lace-up, black boot having a plain round toe and leather lower portion.

2.1.5 Utility Belt - Regular duty leather or system constructed of black ballistic nylon. Leather and ballistic nylon may not be mixed.

2.1.6 Coat - Same as Class B/Winter uniform.

2.2 CLASS B / Winter (Regular Duty Winter Uniform)

2.2.1 The Class B uniform shall be the standard uniform of the day for all uniformed personnel of the rank of Lieutenant and below unless otherwise authorized within this policy or directed by a supervisor.

2.2.2 Wear Dates

2.2.2(a) Mandatory - November 16 through last day of February

2.2.2(b) Optional - March 1 through May 15 and October 1 through November 15

2.2.3 Headgear

2.2.3(a) Dark navy blue eight point hat with plain black headband and the following additional features:
   - Hat badge.
   - Sergeants and above shall wear a gold cap strap over the bill of the hat.
   - The Chief of Police and Police Majors shall wear gold oak leaf cluster on the bill of the hat.\(^9\)

2.2.3(b) Black pile cap with pull down flap and hat badge attached to the front. Wearing of the black pile cap

2.2.3(c) Use of the hat is optional unless otherwise directed by a supervisor.

2.2.4 Shirt - Open collar dark navy long-sleeve shirt with the following:

2.2.4(a) The uniform shirt shall be worn with a black, crew neck T-shirt or 100% cotton jersey turtleneck shirt with seamless, ribbed collar showing behind the open collar.\(^{10}\)

2.2.4(b) Issued breast badge centered over left pocket

2.2.4(c) Brass Name Tag - Worn with the bottom edge even with the top edge of the right breast pocket and centered.

2.2.4(d) Shoulder Patches - A department shoulder patch shall

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\(^9\) Captains changed to Majors, 7/8/98.

\(^{10}\) Turtleneck added to Section 2.2.4(a), 1/20/98.
be worn on both sleeves. Each patch shall be sewn on 1/2” below the shoulder seam.

2.2.4(e) Rank insignia

- Corporals and Sergeants rank insignia on both sleeves with the top edge of the insignia 1/2” below the shoulder patch and centered on the outside of the sleeve.
- Lieutenant and above rank insignia worn centered on the "X" threadlines of the shoulder epaulets.
  - Lieutenant - Gold single bar.
  - Major - Gold Oak Leaf Cluster
  - Chief - Gold Eagle

2.2.4(f) SPD pins 1/4” from the point of the collar with the bottom edge of the brass aligned with the horizontal stitching of the collar.

2.2.4(g) Service Stars - (Optional) Worn on the lower left sleeve with one gold thread star for each five years of service.

2.2.4(h) Red Cross Emblem - (Optional). Worn on the lower right sleeve.

2.2.4(i) Department award badges and medals may be worn as per SOG 103.6.

2.2.4(j) Unit pins, designating special units within the Department, may be worn at the officer's discretion. If worn, they will be worn immediately above and centered over the nameplate. No more than one (1) unit pin will be worn at one time.

- Unit pins, unless designating a unit affiliated with a larger organization outside the SPD (such as DARE), will be consistent in design, size, color and shape. The Chief of Police will maintain a list of such unit pins as are authorized, and, at his discretion, at the recommendation of the Uniform Committee, may authorize additional pins.\(^{12}\)

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\(^{11}\) Captain changed to Major, 7/8/98.

\(^{12}\) Section 2.2.4(j) added 1/20/98. Further revised 7/8/98.
2.2.5 Trousers - Dark navy uniform trouser with 1-1/2" black stripes centered on the outer seams of the trouser legs. Length shall allow the front of the trousers to touch the top front of the shoe and allow a slight break in the front crease.

2.2.6 Footwear

2.2.6(a) Mandatory Compliance Date: July 1, 1995
2.2.6(b) All leather, lace-up, black shoe with a rounded plain toe. (Similar to the Rocky, Model #2025) Plain black socks shall be worn.
2.2.6(c) Wellington type boot with a maximum upper height of 12". (Similar to the Georgia-Wellington brand #559)
2.2.6(d) Lace-up, black boot. (Similar to Thorogood, Model #834-6322 or Rocky #911.) Nylon "uppers" are acceptable with this type of boot.

2.2.7 Utility Belt

2.2.7(a) Mandatory Compliance Date: July 1, 1999
2.2.7(b) Finish shall be plain, black leather with Velcro closures or hidden snaps and with no visible buckle or brass showing. All optional leather equipment shall match the leather belt style used by the officer.
2.2.7(c) Belt system shall consist of underbelt, top belt (with four rows of stitching), security holster, ammunition case(s), single handcuff case, mace carrier and at least one keeper holding the exposed end of the top belt in place. All accessories must match the belt worn. Officers may wear the duty belt with the trouser snap loops in lieu of an underbelt.\(^{13}\)
2.2.7(d) Handcuffs must be carried in a case, if visible.
2.2.7(e) The following optional accessories may be worn:
- Portable radio holder.
- Flashlight holder
- Baton holder.
- Rubber glove pouch.
- Key ring.
- Knife case.
- Additional Handcuff Case

\(^{13}\) Section revised 8/31/99.
• Pager

2.2.8 Coats

2.2.8(a) Black, Tactel/nylon with zip-in thinsulate liner and removable plush pile collar. (Similar to Horace Small Model #2304.) This coat is authorized for wear until 08/01/2002. It is no longer authorized for purchase as a new apparel item.

2.2.8(b) Black 160-denier cordura with removable thinsulate liner, 23-inch length, or optional 27-inch length, with or without optional pull-down reflective POLICE logo on back. (Spiewak WeatherTech model #1770 short duty jacket, model 1775 duty jacket, and model H1776, duty jacket w/logo.

• Metal badge or optional cloth breast badge centered over left pocket.
• Shoulder Patches - Same as Class B uniform shirt.
• Rank Insignia - Same as Class B uniform shirt.
• Service Stars - (Optional). Same as Class B uniform shirt.
• Red Cross Emblem - (Optional). Same as Class B uniform shirt.
• Wearing of the removable plush pile collar is optional.

2.2.8(c) Sweater - (Optional). Black 100% wool, V-neck. Woolly-Pully sweater by Brigade Quartermaster, Style WP176. Shoulder patches, rank insignia, name plate, and badge patch shall be affixed as prescribed in Section 2.2.8(b).

2.2.8(d) Windbreaker - (Optional). Black 100% nylon taffeta jacket with same badge, patches, insignia and services stars as the Spiewak coat. (Similar to Horace-Small Style 2580 Recruit Jacket)

2.2.8(e) Three-Quarter Length Coat - (Optional). Tuffy Topper with zippered side vents and removable plush pile collar. Similar to Horace-Small Style #3680 with the same badge, patches, and insignia as the Spiewak

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14 Section revised 8/31/99.
2.2.8(f) Leather coats purchased prior to July 1, 1994 shall be acceptable if maintained in good condition and has both shoulder patches and a badge attached.

2.3 CLASS B/Summer Uniform (Regular Duty Summer Uniform)

2.3.1 The Class B uniform shall be the standard uniform of the day for all uniformed personnel unless otherwise authorized within this policy or directed by a supervisor.

2.3.2 Wear Dates

2.3.2(a) Mandatory - May 16 through September 30
2.3.2(b) Optional - March 1 through May 15 and October 1 through November 15

2.3.3 Headgear

2.3.3(a) Eight point hat as described for Class B/Winter uniform with black winter hatband removed.
2.3.3(b) Use of the hat is optional unless otherwise directed by a supervisor.

2.3.4 Shirt - Open collar dark navy short-sleeve shirt with the following:

2.3.4(a) The uniform shirt shall be worn with a black, crew neck T-shirt showing behind the open collar. The T-shirt sleeves shall not be visible below the sleeves of the uniform shirt.
2.3.4(b) Issued breast badge centered over left pocket
2.3.4(c) Name Tag - Same as Class B/Winter uniform.
2.3.4(d) Shoulder Patches - Same as Class B/Winter uniform.
2.3.4(e) Rank Insignia - Same as Class B/Winter uniform.
2.3.4(f) The highest service award pin may be worn centered on the right breast pocket flap.

2.3.5 Trousers - Same as Class B/Winter uniform.
2.3.6 Footwear - Same as Class B/Winter uniform.
2.3.7 Utility Belt - Same as Class B/Winter uniform.
2.3.8 Jacket - Only the Tactel Jacket and Windbreaker are authorized. with the Class B/Summer uniform.

2.4 CLASS A Uniform (Dress Uniform)

Uniform authorized to be worn under the following conditions: When authorized or directed by the Chief of Police

Formal meetings, dinners or similar activities.

2.4.1 Headgear - Eight point hat as described for Class B/Winter uniform.
Use is mandatory when outdoors.

2.4.2 Shirt - Dark navy blue, long-sleeve shirt.
2.4.2(a) Issued breast badge centered over the left pocket.
2.4.2(b) Name Tag - Same as Class B/Winter uniform.
2.4.2(c) Shoulder Patches - Same as Class B/Winter uniform.
2.4.2(d) Rank Insignia - Same as Class B/Winter uniform.
2.4.2(e) SPD Pins 1/4" from the point of the collar with the bottom edge of the brass aligned with the vertical stitching of the collar.
2.4.2(f) Service Stars - Same as Class B/Winter uniform.
2.4.2(g) Department award badges and medals may be worn as per SOG 103.6.
2.4.2(h) Tie - The uniform tie shall be of a black clip-on design and be worn tucked between the second and third buttons of the uniform shirt.

2.4.3 Trousers - Same as Class B/Winter uniform.
2.4.4 Footwear - Same as Class B/Winter uniform.
2.4.5 Utility Belt - Same as Class B/Winter uniform.
2.4.6 Coat - Same as Class B/Winter uniform.

2.5 CLASS AA Uniform (Ceremonial Dress Uniform)

2.5.1 Class AA uniform is the same as the Class A uniform with the following exceptions:
2.5.1(a) White aiguilette worn on the left shoulder
2.5.1(b) A black ribbon shall be worn across the center of the breast badge upon the order of the Chief of Police.
2.5.1(c) Utility belt shall have only holster and weapon attached.
2.5.1(d) Coat - Same as Class B/Winter uniform Section 2.2.8(a) only.

2.5.2 Uniform only authorized to be worn under the following conditions:
Funerals
Weddings
Awards Presentations
All other occasions as authorized or directed by the Chief of Police.

2.6 Specialized Uniform Accessories & Equipment
2.6.2 Raingear
2.6.2(a) A plastic hat cover may be worn over the eight point hat.
2.6.2(b) Long raincoats, short raincoats and rainsuits of fluorescent yellow are authorized. All raincoats shall have "POLICE" across the back in black letters. 

**Mandatory compliance date: July 1, 1998.**

2.6.2(c) Solid black overshoes or rubber boots.

2.6.3 Gloves
2.6.3(a) Black, leather gloves shall be normally worn only in conjunction with a coat or long-sleeve shirt. (Fingerless gloves are unacceptable for wear at any time unless specifically authorized elsewhere in this policy.)

2.6.3(b) Black gloves may be worn during motorcycle duty, evidence collection, searches and prisoner searches. 

2.6.3(c) Rubber gloves shall be worn at any time the risk of chemical or biohazard contamination exits. **Leather gloves do not protect against biohazard**

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15 Section revised per Policy Change Order 99-026, 9/1/99.
16 Section and sub-sections revised per Policy Change Order 99-026, 9/1/99.
17 Reference to mounted patrol deleted, 1/20/98.
contamination.

2.6.4 Traffic Vest - A fluorescent orange vest shall be issued to all uniformed officers. The vest shall be worn at all times during the hours of darkness when the officer is working in and around traffic. Officers are strongly encouraged to wear the vest in any traffic related situation.

♦ **Exception:** Short periods of time. (i.e.: traffic stops)
♦ **Exception:** When officers are wearing the Spiewak model H1776 duty jacket with optional retro-reflective police logos displayed.\(^\text{18}\)

2.6.5 Bicycle Patrol

2.6.5(a) Uniform only authorized while operating a police bicycle or actively engaged in activities arising form the operation of a police bicycle.

2.6.5(b) Helmet

• Any time that the officer is on a bike, the helmet will be worn and the safety straps locked.

• Helmet will be solid black, with one inch white retro-reflective letters spelling "POLICE" on each side. The helmet will be purchased by the department at the time the officer is assigned to the unit.

• Helmets will be department issued polystyrene, micro shell, cycling helmet, either SNELL, ANSI approved and a one piece strapping system.

2.6.5(c) Safety Glasses - Bike officer will wear safety glasses at all times when on bike patrol. Glasses will have either plexiglass, or safety rated glass lenses, which will be predominantly gray or clear in color. The safety glasses will be purchased by the department at the time the officer is assigned to the unit.

2.6.5(d) Shirts

• Lightweight, black, nylon or cotton/nylon blend, consistent in design and appearance to the Class B Summer uniform shirt. The department will purchase two shirts for the

\(^{18}\) Second "Exception" added 1/20/98.
officers at the time they are assigned to the unit.

- Mesh side panels may be worn at the officer's discretion.
- Shoulder patches
- The officer's last name will be embroidered, in gold thread, above and centered on the right breast pocket.
- An embroidered SPD badge emblem will be worn in place of the issued brass badge.
- Black crew-neck T-shirts will be worn under the uniform shirt and visible across the chest.
- SPD pins will not be worn.
- Appropriate rank chevrons shall be worn on each sleeve below the shoulder patches.

2.6.5(e) Pants

- Shorts
- Wear Dates
  - Mandatory - May 16 through September 30.
  - Optional - March 1 through May 15 and October 1 through November 15
- Solid black, shorts, designed for cycling, and made of nylon or a cotton/nylon blend. shorts will have a zippered fly with a 6 1/2 inch inseam and side cargo pockets. Velcro or standard belt loops are optional as will be a synthetic or chamois riding pad. The department will purchase two pair of shorts for the officers at the time they are assigned to the unit.

- Long Pants
- Wear Dates
  - Mandatory - November 16 through the last day of February
  - Optional - March 1 through May 15 and October 1 through November 15
2.6.5(f) Utility Belt - Same as Class C Uniform.

2.6.5(g) Footwear

- Shoes will be an all black, all leather, flat soled athletic type, lace-up design. Shoes may have seams or ventilation holes, but not colored stripes or insignia. Shoes will be purchased by the department at the time the officer is assigned to the unit.

- Socks will be ankle high, solid white, with no stripes or insignia when worn with shorts. When worn with long pants, socks will be solid black, or such that any white areas, as well as the officer's bare leg, are concealed.

2.6.5(h) Jackets

- Solid black, waist length, nylon with ultrex or supplex treatment optional. The jacket may be of a one piece design or a two piece design with removable sleeves.

- Accessories for the jacket will be embroidered cloth badge, shoulder patches and appropriate rank chevrons.

- Jackets will have reflective piping at the seams.

2.6.5(i) Gloves - Solid black or predominantly black padded, cycling gloves will be worn at all times when cycling. (Fingerless gloves optional.) Gloves will be purchased by the department at the time the officer is assigned to the unit.

2.6.5(j) During cold weather, officers may wear a black turtleneck or balaclava to reduce the wind effect.
2.6.6 DARE Officers - The uniform shall be the standard uniform of the day for unless otherwise authorized within this policy or directed by a supervisor.\textsuperscript{19}

\subsection{2.6.6(a)} Field Days - DARE shirts with color coordinated trousers or shorts may be worn with supervisory approval.

2.6.7 Motorcycle Officers - The uniform shall be the standard uniform of the day unless otherwise authorized within this policy or directed by a supervisor.

\subsection{2.6.7(a)} Wearing issued helmets is mandatory while operating a motorcycle.

\subsection{2.6.7(b)} Trousers - Same as Section 2.1.4 except reinforced and designed for motorcycle riders.

\subsection{2.6.7(c)} Boots - All black, round toed, full length boot worn on the outside of the trousers.

\subsection{2.6.7(d)} Jacket - Black, all leather, waist length, motorcycle jacket with department shoulder patches and cloth badges sewn onto the coat.

2.6.8 Pilot

\subsection{2.6.8(a)} Clothing shall conform with Section 3 requirements except when performing flight duties or airplane maintenance.

\subsection{2.6.8(b)} While performing flight duties or airplane maintenance, the department pilot may wear a dark blue short-sleeve or long-sleeve jumpsuit with the following:

- Cloth breast badge centered over left pocket.
- Cloth, sewn on name badge in gold thread.
- Shoulder patches on both shoulders.

2.6.9 Special Response Team (SRT) Red and Blue Teams

\subsection{2.6.9(a)} Uniform of the day shall be the Class C uniform, for the Red Team.\textsuperscript{20}

\subsection{2.6.9(b)} All uniforms shall conform with Section 2 requirements.

\subsection{2.6.9(c)} During training and tactical call-out functions, SRT members may wear the Class C uniform or other types of tactical clothing as directed by the Unit.

\textsuperscript{19} Former Section 2.6.6(a) deleted per Policy Change Order 99-013, 2/1/99.

\textsuperscript{20} Section 2.6.9(a) revised 1/20/98.
Supervisor and authorized by the Uniform Operations Division Commander. The department will purchase two Class C uniforms (Shirts and Pants) and one pair of black tactical footwear at the time the officer is assigned to the unit. The cost of the tactical footwear will be authorized at the unit level.

2.6.10 Training Unit

2.6.10(a) Uniform of the day shall be the Class B uniform and all uniforms shall conform with section 2 requirements.

2.6.10(b) While instructing, and with proper justification, the Training Unit staff and assigned instructors may wear the Class C uniform with the following deviations:

- Red baseball cap with "Springfield Police" sewn on the front in gold thread.
- Red polo shirt (50/50 blend) with instructor logo on front.
- Red 50/50 blend or 100% cotton T-shirt with instructor logo. (For defensive tactics or physical training only.)
- The Training Unit Supervisor, with proper justification (i.e.: extreme weather conditions or special assignment requirements) may authorize the wearing of special clothing when the above clothing is not practical.

2.6.11 Canine Unit

2.6.11(a) The uniform of the day will be the Class C uniform. All uniforms will conform to section 2 requirements.

2.6.11(b) Canine officers will wear Class B uniform (summer/Winter) when not utilizing the canines.

2.6.12 CLASS AAA Uniform (Honor Guard) - The honor guard uniform shall be the same as the Class AA uniform with the following exceptions:

2.6.12(a) Hat - Clarino hat frame with white cloth cover, gold metal cap strap and hat badge.

2.6.12(b) White aiguillette with two outside ropes.

2.6.12(c) White ascot in place of tie.

2.6.12(d) White stretch nylon gloves. The gloves shall be worn or tucked into the right side of the waistband with the fingers outward.
2.6.12(e) Uniform trousers with "West Point Cut" and small belt loops.
2.6.12(f) Black Clarino shoes with black socks.
2.6.12(g) White web belt with brass buckle or black Clarino belt with brass buckle. Revolver in "Widow Maker Holster". Four Clarino belt keepers with brass snaps.

- All accessories listed in 2.7.13(a) through 2.7.13(g) will be purchased by the department at the time the officer is assigned to the unit.

2.6.13 Reserves - Uniforms and nonuniform clothing shall conform with Section 2 requirements where applicable except for the following:

2.6.13(a) The breast badge is of different design.
2.6.13(b) A specially designed shoulder patch shall be worn on both shoulders in place of the standard department patch.
2.6.13(c) No rank insignia shall be worn by reserve personnel with the exception of the breast badge.

2.6.14 Insulated pants- (Optional). Insulated pants, similar to the Spiewak style 1755 insulated pant, may be worn over the Class B or C winter pants during severe or inclement weather, when officers are reasonably expected to be outdoors for extended periods of time.\(^{21}\)

2.6.15 Special Event Uniform- (Optional) The special event uniform an optional uniform, and can be worn at the officer’s discretion at designated special events, when approved by the event commander. Two options are authorized as a special event uniform.\(^{22}\)

2.6.15(a) The current bicycle uniform as specified in sections 2.6.5(d), Shirts, and 2.6.5(e), Shorts.
2.6.15(b) A black, cotton polyester blend, short sleeve BDU shirt, comparable to Brigade Quartermaster CCS-25 (shirt), as per section 2.1.2, and short BDU pants, comparable to Brigade Quartermaster BRS.

2.6.15(c) Both options shall require the following:

- 2 shoulder patches
- Officer’s last name embroidered in gold thread above and centered over the right breast pocket.

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\(^{21}\) Section 2.6.14 added 1/20/98.

\(^{22}\) Section 2.6.15 and subsections added 7/8/98.
• An embroidered SPD badge emblem will be worn in place of the issued brass badge.
• Black crew neck T-shirts will be worn under the uniform shirt and visible across the chest.
• Collar brass will not be worn.
• Appropriate rank chevrons will be worn on each sleeve below the shoulder patches.
• Utility belt, as per section 2.1.5
• Footwear as per section 2.6.5(g)
• Cap, as per section 2.1.1(a) and (b)
  ♦  **Exception:** With approval of the event commander, officers may instead wear the optional black cotton polo shirt, with the SPD logo screenprinted on the left breast and “POLICE” across the back in gold letters.

2.6.16 Major Crime Coverall (optional)- With supervisory approval, officers working extended investigations at major crime scenes, may wear a coverall over, or in place of their regular uniform. The coverall will meet the following criteria:  
  2.6.16(a) Solid black in color
  2.6.16(b) 2 shoulder patches
  2.6.16(c) Officer’s last name embroidered in gold thread above and centered over the right breast pocket.
  2.6.16(d) An embroidered SPD badge emblem will be worn in place of the issued brass badge.
  2.6.16(e) Black crew neck T-shirts will be worn under the coverall and visible across the chest.
  2.6.16(f) Collar brass will not be worn.
  2.6.16(g) Appropriate rank chevrons will be worn on each sleeve below the shoulder patches.
  2.6.16(h) Utility belt may be removed.

3 NONUNIFORM PERSONNEL (Includes sworn personnel, non-sworn personnel and sworn personnel assigned to light duty status.)

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23 Section 2.6.16 and subsections added 7/8/98.
3.1 Non-Uniformed personnel shall dress in appropriate business attire suitable for office wear unless otherwise stated in this policy. Division Commanders are responsible for defining appropriate business attire.

3.2 Due to the nature of their assignment NET officers are exempt from the dress standards of this policy.

3.3 Circumstances may arise which require unit supervisors to direct their personnel to dress differently than the policy permits.

3.4 Identification Unit - Employees shall conform with section 3.1 with the following exceptions:
   3.4.1(a) Department provided lab coats may be worn at the employee's discretion.
   3.4.1(b) Department jump suits may be worn while conducting crime scene investigations.
   3.4.1(c) Identification Unit employees are not required to wear a necktie while working in the lab.

3.5 Property Unit
   3.5.1 Clothing commensurate with job duties. May include jeans.
   3.5.2 Coveralls are provided by the Department to be worn at the discretion of the employee.
   3.5.3 Court appearances require attire as in Section 3.1.

3.6 School Crossing Guards - A fluorescent orange vest shall be worn when performing the duties as a crossing guard.

4 DETENTION OFFICERS

4.1 Winter Uniform
   4.1.1 Wear Dates
      4.1.1(a) Mandatory - November 16 through March 31
      4.1.1(b) Optional - April 1 through May 15 and October 1 through November 15
   4.1.2 Hat - Dark blue baseball style cap with detention patch sewn on the front.
   4.1.3 Shirt - Long-sleeved, light blue shirt.
      4.1.3(a) The uniform shirt shall be worn with a black crew neck T-shirt showing behind the open collar. The T-shirt shall not allow for the body armor to be seen.
      4.1.3(b) Police Department patches on both shoulders sewn one-half inch below the shoulder seam.
      4.1.3(c) Issued breast badge centered over the left pocket.
      4.1.3(d) Nickel finish name tag worn with the bottom edge of the name tag even with the top edge of the right
4.1.3(e) Nickel finish SPD pins worn 1/4 inch from the point of the collar with the bottom edge of the pin aligned with the horizontal stitching of the collar.

4.1.3(f) Wearing of service stars is optional.

4.1.4 Trousers - Dark, navy blue trousers similar to Horace-Small Style #9949; without stripes. Length shall allow for the front of the trousers to touch the top front of the shoe and allow for a slight break in the front crease.

4.1.5 Footwear - Same as Section 2.2.6

4.1.6 Utility Belt

4.1.6(a) Finish shall be of plain black leather with Velcro closures or hidden snaps with either a silver buckle or velcro closure.

4.1.6(b) All optional leather equipment shall match the leather belt style used by the officer.

4.1.6(c) The following accessories may be worn:

- Peppermace (Mandatory)
- Portable Radio Holder
- Flashlight Holder
- Rubber Glove Pouch
- Key Ring
- 1 or 2 Handcuff Cases
- Pager
- CPR life mask and carrying case- SHALL BE WORN AT ALL TIMES WHILE IN UNIFORM IN THE DETENTION FACILITY.

4.2 Summer Uniform

4.2.1 Wear Dates

4.2.1(a) Mandatory - May 16 through September 30

4.2.1(b) Optional - April 1 through May 15 and October 1 through November 15

4.2.2 Hat - Same as in Section 4.1.2

4.2.3 Shirt - Same as Section 4.1.3 except short sleeves.

4.2.4 Trousers - Same as Section 4.1.4

4.2.5 Footwear - Same as Section 2.2.6

4.2.6 Utility Belt - Same as Section 4.1.6
4.3 Coat - Same as Section 2.2.8 without rank insignia. **Mandatory compliance date: November 1, 1996.**
4.4 Gloves - Same as Section 2.7.2
4.5 Raingear - Same as Section 2.7.1 without "POLICE" on the back.

5 **RECORDS PERSONNEL**

5.1 Approved navy blue vest or cardigan.
   Department patch worn on left side.
   Approved brass name badge worn on right side.

5.2 Shirt / Blouse
   5.2.1 Approved white short or long sleeve shirt
   Department patch worn on left side.
   5.2.2 Unadorned, plain white shirt/blouse, short or long sleeves. May be worn with vest or cardigan.

5.3 Approved navy blue skirt or slacks. Skirt length not to be more than one inch above knee or longer than the bottom of the knee.

5.4 Accessories
   5.4.1 Hose are to be worn with skirt; hose or plain navy blue or black socks are to be worn with slacks.
   5.4.2 Shoes are not to be of athletic or tennis shoe type and not constructed of canvas material.
   5.4.3 Cardigan may be worn with the winter or summer uniform at the discretion of the employee.

6 **TRAFFIC SERVICES OFFICERS**

6.1 Shirt - Same as Class B sworn uniform with the following exceptions:
   6.1.1 Light blue, wash & wear short or long sleeve shirt.
   6.1.2 Wear dates shall be the same for short or long sleeve shirts as for the Class B uniform.
   6.1.3 The uniform shirt shall be worn with a black, crew neck T-shirt showing behind the open collar. The T-shirt shall not allow for body armor to be seen and the sleeves shall not be visible below the sleeves of the uniform shirt. The change from closed collar shirt with tie to an open collar shirt, will be phased in over a two year period. **Mandatory compliance date July 1, 2000.**

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24 Former section 6.1.4, referring to long sleeve shirt and tie, deleted 7/8/98.
25 Section revised 7/8/98.
6.1.4 Shoulder Patches - A Police Services shoulder patch shall be worn on both sleeves. Each patch shall be sewn on 1/2” below the shoulder seam.\textsuperscript{26}

6.1.5 Breast badge, name tag and SPD pins shall be of a nickel finish.

6.2 Trousers - Dark blue wash and wear with plain black leather belt.

6.3 Footwear - Same as Class B sworn uniform.

6.4 Coat - Same as Class B sworn uniform. Police Services shoulder and breast patches shall be affixed as prescribed in Section 2.2.8(b).\textsuperscript{27}

6.5 Raingear - Same as Section 2.6.2.

6.6 Traffic Vest - Same as Section 2.6.4.

6.7 Headgear\textsuperscript{28}

6.7.1 Midnight blue baseball cap with Police Services breast patch centered on the front.

6.7.2 In cold weather the black pile trooper cap may be worn with a Police Services breast patch centered on the front flap.

7 CADETS

7.1 Cadets shall maintain a uniform in accordance with styles and standards set by the Chief of Police.

7.2 Cadets shall wear their uniforms only at department sanctioned events and in travel to and from those events.

7.3 The Cadet shall maintain the appearance of his uniform to the same degree of accountability as are sworn uniformed Police Officers.

7.4 The Cadet uniform shall be purchased from an approved uniform supplier.

7.5 Regular Uniform Specifications:

7.5.1 Headgear - Same as in Class B uniform except a round style and a Cadet hat badge will be attached to the front of the hat.

7.5.2 Shirt - Slate blue, 100% polyester long or short sleeve shirt.

7.5.2(a) Wear dates shall be the same for short or long sleeve shirts as for the Class B uniform.

7.5.2(b) Cadet Unit patches on each shoulder.

7.5.2(c) Silver "CADET" pins attached as described for Class A or B/winter uniform as appropriate with use of a tie.

7.5.2(d) Cadet badge centered above left breast pocket.

7.5.2(e) Silver Name Tag - Worn with the top edge even with

\textsuperscript{26} Section revised 8/31/99.

\textsuperscript{27} Section revised 8/31/99.

\textsuperscript{28} Section added 8/31/99.
the top edge of the right breast pocket.

7.5.2(f) Silver rank insignia shall be worn on the top of the shoulder.

7.5.2(g) A white crew neck T-shirt shall be worn with the short-sleeve shirt. The T-shirt shall not allow for body armor to be seen and the sleeve shall not be visible below the uniform shirt sleeves.

7.5.2(h) A navy blue clip-on tie shall be worn with the long-sleeve shirt. The tie shall be worn tucked between the second and third buttons of the uniform shirt.

7.5.2(i) Optional Accessories;
• Body Armor
• Silver whistle chain.
• White aiguillette.
• White nylon gloves.

7.5.3 Trousers - Navy blue, 100% polyester.

7.5.4 Footwear - Same as Class B/Winter uniform.

7.5.5 Coat - Navy blue, 100% nylon with zip-in lining and detachable plush pile collar.

7.5.5(a) Cadet Unit patches on both shoulders
7.5.5(b) Cadet badge or cloth cadet badge centered over the left breast pocket.

7.5.6 Belt - Black Clarino with following accessories authorized:
Silver flashlight ring with flashlight.
Rubber Glove Pouch

7.6 Utility Uniform Specifications:

7.6.1 The utility uniform (BDU) may only be worn under the following circumstances:
While attending the cadet academy.
At the direction or approval of the cadet advisor.

7.6.2 Headgear - Dark blue baseball cap with "SPD Cadet" sewn on the front of the cap with silver thread. Use of the hat is mandatory.

7.6.3 Shirt - Same as Class C uniform except navy blue and appropriate Cadet insignia replacing SPD insignia.
♦ Exception: The navy blue "Back The Blue" or powder blue Cadet polo shirt may be worn with the utility uniform.

7.6.4 Pants - Same as Class C uniform.
7.6.5 Footwear - Same as Class C uniform.
7.6.6 Belt - Navy blue web belt.
7.6.7 Coat - Same as regular cadet uniform.
7.7 Cadets shall stand to a uniform inspection at the first meeting of the month.
SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

<table>
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<th>Issue Date</th>
<th>Effective Date</th>
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Accreditation Index: Rescinds

Part: Support Services  Chapter: Facilities and Equipment

Chief of Police:

Headquarters Key Control

I Policy

It is the policy of the Springfield Police Department to maintain a centralized key control system to permit emergency access to all areas of the building consistent with organizational security interests.

II Procedure

1 The Support Services Division Commander is responsible for maintaining headquarters building security.

2 The Police Services Administrator shall be responsible for the key control system and shall insure that access to keys in the system is accomplished within the scope of this policy.

2.1 The centralized key control system shall contain a key for each office or room within headquarters, except for the Property and Evidence Room and Crime Lab.

3.2 The cabinet housing the keys shall be locked.
3.2.1 The on-duty Central Records Supervisor shall have access to the key for this cabinet.

3.3 A log shall be maintained listing who received a key, date and time of key access, and location of the target office or room.

3.4 Access to the following offices shall be granted only on an emergency basis and will require prior approval of a Lieutenant or above. Employees needing access to these offices will be required to complete a notification form. The form will be forwarded to the appropriate commander or unit supervisor. The offices are:

3.4.1 Chief’s Office
3.4.2 CIS offices
3.4.3 Crime Analysis
3.4.4 Research and Development
3.4.5 Internal Affairs
3.4.6 Administrative Division Commander’s Office
3.4.7 SRT Storage Room

4 The Commander of the division re-keying a door shall insure that the Police Services Administrator is notified and receives a new key for the key control system immediately upon implementation.
Property

I Policy

The Springfield Police Department will ensure that property in its possession is properly received and recorded, securely stored, and proper disposition made according to law. Employees shall place all property under the control of the Property and Evidence Unit prior to the end of their tour of duty.

II Procedure

1 SUBMISSION OF PROPERTY (84.1.1) (84.1.3)

1.1 All articles requiring submission to the Property and Evidence Unit are to be submitted prior to the end of the employee's tour of duty.

1.2 A property submission report shall be completed listing each article of property. Instructions for completion of this form are included in Attachment A. Officers shall report the circumstances of all property seizures fully on an offense or incidental report form.

1.3 All property to be submitted shall be secured in a locker of appropriate size.

1.3.1 If an article is too large to place in an available locker and property unit personnel are not available, the supervisor of the property unit (Services Administrator) shall be contacted regardless of time.
1.3.2 Bicycles shall be secured with a padlock/chain located in the receiving area of the property unit.

1.4 The following articles will not be accepted for storage in the Property Unit.

1.4.1 Fingerprint cards are to be submitted to the ID unit.

1.4.2 Motor Vehicles (any device with a motor and can transport a person) are to be stored by the City's contractual towing company.

1.4.3 Street signs, signals, barricades, and other large articles belonging to city, county, or state are to deposited at the City Sign Shop. After 1700 hours, they may be taken to the City Service Center.

1.4.4 Containers that have no evidentiary value are to be left with the owners. Evidence should be removed from container and submitted as required. This includes coolers containing alcohol and pots containing dirt/plants.

1.4.5 Explosive or suspected explosives will be turned over to the Fire Department. EXCEPTION: summons issued on fireworks, one sample only may be submitted (place in clear plastic bag).

1.4.6 Animals possessed by persons at the time of arrest will be released to a responsible person at the scene. If not possible, City pound will take possession.

1.4.6(a) The arresting officer shall notify the impounder not to destroy the animal while its owner is in custody.

1.4.6(b) The arresting officer shall notify the owner of the location of the animal.

2 PACKAGING/MARKING PROPERTY (84.1.1) (83.3.2)

2.1 A bar code shall be applied to each package of property. Each property item record shall indicate the exact location where the item can be located.

2.2 Articles shall be enclosed in a container to preserve their condition whenever possible.

2.2.1 FILM - Package in film canister and place a bar code label on the canister. No additional packaging necessary.

2.2.2 CHECKS - Package in a heat sealed plastic bag. If checks are wet, place in a business size envelope and place a bar code label on plastic bag or envelope.

2.2.3 MONEY - Package in an envelope specifically marked for storage of money (available in receiving area of Property Room). Record the number of each denomination contained in the envelope. Place a bar code label on envelope.

2.2.4 TAPES - Package taped statements or transactions (cassettes, micro-cassettes, videotape) in a heat sealed plastic bag of appropriate size and place a bar code label on package.
2.2.5 Drugs - Package in a heat sealed plastic bag and place a bar code label on each package. Initial and date on the evidence tape.

2.2.6 GUNS - Place in a manilla envelope, paper sack, or wrap with roll paper located in the receiving area of the Property Room. Mark the gun if there is no serial number. This should be done in a matter that does not diminish its value. If this can not be done, package the gun and mark the evidence tape with your initial and date.

2.2.7 ALCOHOL - Containers can be submitted with the bar code label on the container. Open containers should have a sample vial of liquor attached (excess from container can be poured out by officer) to the container with tape and the bar code label on the container. Put evidence tape on the vial only. Excess liquor should have bar code label on the container and marked for destroy on the Property Submission Report.

2.2.8 BLOOD/URINE - Vials containing blood or urine shall be packaged in Styrofoam container (located in receiving area of property Unit) to prevent breakage. Place bar code label on package and a biohazard sticker. No other packaging necessary. Place in refrigerator. Urine container should be half full, placed in biohazard bag, bar code label placed on bag, and put in freezer.

2.3 Articles shall be packaged in a manner to prevent injury of personnel who must handle and preserve evidentiary value.

2.3.1 Sharp objects shall be covered or packaged in cardboard.

2.3.2 Any possible biohazards shall be packaged in biohazard bags or packages marked with biohazard stickers.

2.3.3 Exposed or used syringes shall be placed in syringe containers.

2.3.4 Wet or bloody articles shall be secured in drying lockers. Property tags are to be clipped to the door of the locker.

2.3.5 Unless a loaded gun has evidentiary value, guns shall be unloaded and secured.

2.4 Evidence which cannot be packaged shall be submitted in a manner that will not jeopardize evidentiary value.

3 STORAGE/SECURITY (84.1.1) (84.1.2) (84.1.4)

Property Unit employees will ensure that all articles are logged into the computerized record system daily.

3.1 Keys to the Property facility will be issued to Police Service Representatives directly assigned to the Property Unit and the Police Services Administrator. No other personnel will have access to the Property Unit storage areas.
3.2 Drugs will be stored in the drug room, which is a locked area within the property facility. A log detailing entry into this room will be maintained by property unit personnel.

3.3 Cash and expensive articles of jewelry will be maintained in a safe located in the drug room. Entry into the safe will be logged.

3.4 Guns will be stored in the room designated for storage of weapons.

3.5 Bicycles will be stored in the middle garage in the police compound area.

3.6 Large articles that will not go into a property bin are to be stored in the evidence garage in the police compound area.

3.7 All other articles will be stored in a numbered bin in the property facility.

3.8 Articles that require refrigeration shall be placed in a locked box within a refrigerator in the property receiving area. After the box is locked, the key shall be placed in a secured property receiving slot.

4 INSPECTIONS AND REPORTS (84.1.6)

4.1 The Police Services Administrator will conduct a quarterly inspection to determine adherence to procedures used for the control of property.

4.2 An inventory of property shall be completed whenever the Police Services Administrator is transferred or discontinues employment with the City of Springfield.

4.2.1 Inspections will be conducted jointly by new Services Administrator and designee of Chief of Police.

4.3 The Inspections and Internal Affairs Unit shall conduct an annual audit of property.

4.4 Other inspections and/or audits shall be conducted as deemed appropriate by the Chief of Police.

4.5 The records system utilized by the Property Unit shall reflect the status for all property held by the department and shall include, at a minimum: (84.1.5)

4.5.1 The specific location or bin number where the property is located;

4.5.2 Date and time the property was received and released;

4.5.3 Character or description of property;

4.5.4 Amount of property on hand;

4.5.5 Chain of custody from time property was stored until destruction or other final disposition.

5 EVIDENCE TRANSFER (84.1.5) (83.3.1) (83.3.2) (84.1.7)

Property Unit personnel will record all transfers of evidence in the computerized records system. The documentation shall include date and time of transfer, receiving person's name, location of transfer outside (i.e. lab, court, ID, or other), reason for transfer, and any examinations desired.

5.1 To Department Personnel
5.1.1 For Review - Notify property unit personnel of need to review.
5.1.2 For Court - Notify property unit personnel of need to retrieve property.

5.2 Identification Unit
5.2.1 Film - Request development via written notification on a property submission report. Property unit personnel will forward film to Identification Unit. The negatives will be returned to property after film has been developed.
5.2.2 Fingerprints - Request prints via written directive on the property submission report. Property unit personnel will forward to Identification Unit.

5.3 Missouri State Highway Patrol Crime Lab (83.3.2)
5.3.1 Property Unit personnel shall transfer articles to the Highway Patrol Lab on a weekly basis. The date and time of transfer will be coordinated with Highway Patrol staff.
5.3.1(a) Property Unit personnel will make a printout of the articles being transferred. This printout will accompany the articles transferred.
5.3.1(b) The articles will be placed in a bag supplied by the Highway Patrol and locked.
5.3.1(c) MSHP personnel will transfer evidence back to the Property Unit. SPD personnel will sign the MSHP property transfer sheets and verify against articles received.
5.3.1(d) MSHP will submit results via written notification.
5.3.2 Alcohol/Drug Paraphernalia - Request testing via trial notification from Municipal Prosecutor.
5.3.3 Blood - Request for blood alcohol content via written notation on the property submission report.
5.3.4 Drugs/Blood Typing/Semen, Saliva, Hairs, Fibers/GSR/Accelerants/Toolmarks - Request for this analytical work made via MSHP lab form completed by follow-up investigator.

5.4 Prosecutor's Office
5.4.1 Review - Notify property unit personnel of need to review property.
5.4.2 Court - Notify property unit personnel of need to retrieve property for court.

6 REVIEW OF PROPERTY
6.1 Motor Vehicle Accidents - Property will be destroyed after one year unless a written request is received to hold it.
6.2 3rd Degree Assault - Property received as evidence will be held until a disposition is received from court. The Property Unit personnel will be responsible for monitoring court dispositions and making appropriate court disposition on property when case is complete.

6.3 Non-Criminal Incidents - (Receive information, check well-being, etc.) Property Unit personnel will make disposition after 90 days unless written request is received to hold it.

6.4 Municipal Case - When indicated by PSR that report is referred to Municipal Court, Property Unit personnel will be responsible for monitoring court dispositions and making appropriate disposition of property when case is completed.

6.5 All other not-assigned cases - will be forwarded to CIS Sergeant after 90 days to make disposition. (A copy of PSR will be forwarded daily; the disposition copy will be sent after 90 days.)

7 DISPOSITION OF PROPERTY (84.1.1) (84.1.7)
Property Unit personnel shall attempt to identify and notify the owner or custodian of property of its location and status.

7.1 Found - Can be released to owner upon claiming or to finder after 60 days if it is not claimed by owner.

7.2 Disposition Release - After court disposition is made and follow-up investigator notified, property personnel will make notification to owner by mail.

7.3 Destruction - Destruction of alcohol, drugs, and guns is made after receiving a court order for destruction.

7.3.1 Drugs - A list is initiated by property personnel and a request for a court order to destroy drugs is made at the Greene County Court.

7.3.2 Alcohol - A list is initiated by property personnel and a request for a court order to destroy alcohol is made at the Municipal Court.

7.4 Auction - Property Unit personnel will coordinate with the City Purchasing Department to conduct an auction of unclaimed articles valued at more than $25. (If property is unclaimed, items valued at less than $25 may be destroyed and items valued at $25 or more are auctioned.) Articles can be put with other articles to equal total value of $25 (example compact discs). This auction will be held on an annual basis or as needed.

7.4.1 Guns will only be sold to authorized gun dealers. The gun auction will be held separately from the regular police auction.

7.5 Converted Use - Articles can be converted to Department use after publishing in a newspaper for three days as per state law. Articles can be donated to Greene County Juvenile Court as per city ordinance.

III Attachments
SOG 305.1
Property Submission Report
M:\Policy Management\PUBLIC DIRECTIVES FILE\Department Manual\Directives\305.1.doc
November 19, 1999
I Policy

The Springfield Police Department is committed to research and development activities in order to enhance services, improve operations and efficiently respond to the changing social and economic needs of our community.

II Procedure

1 RESEARCH AND DEVELOPMENT

1.1 The Research and Development function is staffed at the direction of the Chief of Police and reports to the Administrative Division Commander. (11.6.2)

1.2 The functions of Research and Development will be directed toward compiling information and presenting documented analysis to assist in the management and decision-making processes of the police department. Research and Development shall have access to information necessary to complete the research. Research may include but not be limited to the following: (11.6.1)

1.2.1 Resource allocation studies to improve the effectiveness and efficiency of available staff.
1.2.2 Geographic analysis and equalization of workload distribution.
1.2.3 Maintenance of fleet status and projection of future police vehicle needs
1.2.4 Law enforcement surveys for comparison of service levels.
1.2.5 Collecting community input regarding service expectations and satisfaction
1.2.6 Development of goals and objectives and measurement of outcomes as they relate to fiscal management of the department.
1.2.7 Preparation of an annual report to reflect the achievements of the department.
1.2.8 Coordination of information systems support and development of communications networks through the city Information Systems Division
1.2.9 Grant funding applications to enhance and improve service to the community.
1.2.10 Management of department forms and documents.
1.2.11 Compiling call for service studies reflecting trends and patterns for future planning.
1.2.12 Serve as liaison with other law enforcement agencies in the exchange of research information.
1.2.13 Coordinate with city Law Department on police department legal contracts.

1.3 Procedures for performing these functions are identified in the Research and Development Policy Manual. Procedures provide the purpose, who utilizes the information and the frequency conducted.

1.4 Annually, Research and Development with assist in the organization of a management team meeting. The meeting will provide dialogue for the establishment of department priorities, budget requests and system improvements.

1.5 Analytical reports, documents and studies will be distributed to the Chief and Division Commanders. They may be disseminated to affected organizational units at the direction of the Chief and/or Division Commanders. (11.6.3)
Information Systems

I  Policy

The Springfield Police Department utilizes a variety of computer systems in providing services to the community. All employees shall be trained in the use of various computer systems and shall exercise the utmost level of integrity with all computers, local networks, and non-local networks.

Computerized networks include but are not limited to the Missouri Uniform law Enforcement System (MULES), Springfield Greene County E-911 (CAD), City Utilities Customer Information System, Information Systems (City Departments and Police Network), Records Management System (RMS), and the Internet.

II  Definitions

Application Password - a password that a user may assign within an application that prohibits other users from opening the secured application.

Hardware - Computer components which include, but are not limited to, processor, keyboard, monitor, printer, mouse, cables, connectors, adapters, telephones, and any other device attached to any component.

Network - System of connected devices (computers, printers, etc.) which communicate and share services.
Network Password - a code usually consisting of alpha and numeric characters that a user utilizes to gain access to a network.

Personal Computer (PC) - a stand-alone computer system.

Personally Owned Laptop – a laptop computer owned by the employee and authorized to use for City business.

Power on Password - a password assigned to the hardware of a PC that prevents other users from starting the system.

Software - Any removable magnetic media, floppy disk (diskette), tape, or program that resides on or can be copied to removable magnetic media for use in or written in a computer readable language.

System Administrator - The individual responsible for operating and maintaining the department's computer network system.

Workstation - Desktop or Laptop computer which is connected to the network. Workstations give the user access to network services.

III  Procedures

1  LEGAL OBLIGATIONS
   1.1 Use of an electronic computer is subject to all federal, state, and local law, including, but not limited to:
      1.1.1 RSMo 569.094 - 569.099 concerning computer crime.
      1.1.2 RSMo 573.010 - 573.065 concerning pornography and related offenses.
      1.1.3 The Missouri Sunshine Law, RSMo 610.029.
   1.2 Personally owned laptop computers, when used for City business, are subject to the same policies.

2  SUPERVISOR RESPONSIBILITY
   2.1 Makes request to Information System Division, Communications Department or responsible agency for employee accounts, training, and certification.
   2.2 Has authorization, through the division commander, to request access to employee files from Information System Division, in the absence of the employee, that require an immediate response or action. This may occur when the employee's supervisor has knowledge of an important assignment being handled by the employee and circumstances require immediate file access.
SOG 308.1
Information Systems

2.3 Provides Information System Division and Communications Department employees access to workstations for routine maintenance, loading software or reconfiguring.

2.3.1 Should unauthorized hardware or software be located on employer provided equipment, Information System Division or Communications Department employees have the authority to remove such equipment or software after notification of the supervisor of that workstation.

2.3.1(a) Unauthorized hardware or software includes all equipment or programs not purchased or licensed by the city.

2.3.2 Discovery of unauthorized hardware or software at a workstation shall be documented by the supervisor and sent to the Division Commander in charge of the workstation.

2.4 Makes request to the Information System Division HELP Desk or Communications Department for deletion of accounts as needed due to employee transfer, termination, etc.

2.5 Coordinates the purchase and installation of new or revised hardware through Research and Development and the Information System Division HELP Desk to assure the continued preservation of the system's integrity.

2.6 Coordinates the movement, disconnection or disassembly of computer components (computers, printers, modems, etc.) through the Information System Division HELP Desk.

2.7 Reviews files relevant to employee assignments that need revision or purging. Authorizes the purging of files in coordination with other department supervisors (when files are used by other department employees), the Information System Division, and Communications Department.

2.8 Authorizes the use of a personally owned laptop computer for City business through the Division Commander.

2.8.1 Ensures employees authorized to use a personally owned laptop for City business read and sign a waiver regarding their and City’s obligations. (See Attachment 1: waiver)

2.8.1(a) A waiver shall be signed for each laptop authorized.

2.8.2 Confirms that backup disks of City business on personally owned laptops are current and accessible at all times.

2.9 The Supervisor of Research and Development shall be responsible for maintaining an inventory of all Department computer hardware and software.

3 EMPLOYEE RESPONSIBILITY
3.1 Toward local and non-local networks.
3.1.1 Be knowledgeable of the policy and operations manuals related to all computer systems used.
3.1.2 Be knowledgeable of other computer related policies, such as SOG 308.2, Electronic Mail.

3.2 Internet activity.
3.2.1 Use of the Internet shall be for city business only.
3.2.2 Discretion should be used when downloading of files from the Internet. A number of sites available on the Internet such as Bulletin Boards may contain computer viruses.

3.2.2(a) All downloading of files from the Internet should be to the user's local hard drive (C: Drive) or to a diskette.
3.2.2(b) Downloaded files are to be scanned for computer viruses prior to transferring to any network.
3.2.2(c) Should viruses be detected the Information Systems Division HELP Desk should be notified immediately.

3.3 Before using a personally owned laptop computer, employees shall secure authorization from their supervisor and sign a waiver.
3.3.1 Adhere to all laws, policies and merit rules that apply to use of personally owned laptops when used for City business.
3.3.2 Provide supervisor current backup files of City business stored on personally owned laptop.

3.4 Exercise caution to protect the system's integrity.
3.4.1 Exercise a high level of security with remote accounts (remote dial-up access to City and Police Network) and direct access accounts or from a stationary workstation within the department.
3.4.2 Upon activating the account the employee selects a unique password to gain future access to the account, per the systems policy.

3.4.2(a) Passwords do not entitle the employee to a sense of privacy. The department may engage in monitoring of electronic files created by employees for valid purposes, including employee supervision. This applies to personally owned computers when used for City business.
3.4.3 Employees shall not disclose their password to others or attempt to obtain other persons' passwords.
3.4.4 Log out of the system when absent from the workstation so as not to create a security hazard.
3.4.5 Routinely reviews files for purging of old or unneeded files they created for their use only.

3.5 Exercises caution to protect the system's physical well being.
3.5.1 Installing or deleting of software on employer owned equipment is prohibited unless directed by the Information Systems Division HELP Desk.

3.5.2 Movement, disconnecting or disassembling of computer components (computer, printer, modem, etc.) from workstations is prohibited unless directed by the supervisor through the Information System Division HELP Desk.

3.5.3 Coordinate through the supervisor and report to the Information System Division HELP Desk or Communications Department all equipment that is malfunctioning.

3.5.4 Maintain workstation clean and free of dust and dirt.

3.5.5 Keep food, liquid, and other harmful articles away from computer workstations.

3.5.6 Exercise the same high level of physical security for laptops and other portable computer components as with other department computer equipment.

4 SOFTWARE USAGE

4.1 Computer software generally is a licensed product. The city purchases the right to use a computer program on a specified number of workstations. The department respects all computer software copyrights and adheres to the terms of software licenses.

4.1.1 Employees shall not duplicate any licensed software obtained for the department's use.

4.1.2 Shareware software is also copyrighted material that is distributed free for a trial period. Should the department or employee have a qualified use of a shareware program those programs shall also be licensed.

4.1.3 Employees personally owned/licensed software shall not be installed on city owned equipment.

5 RESTRICTIONS

5.1 Use of any PC or workstation for any purpose which violates any federal, state, or local laws is prohibited.

5.2 Personal use of Police Department network computer workstations is discouraged. However, there may be legitimate uses for the network involving work which is reasonably relevant to the organizational mission, and is therefore authorized.

5.2.1 Personal use of MULES, NCIC, intelligence, or local file databases is strictly prohibited. Unauthorized use of such databases will be met with disciplinary action and, in some cases, may result in criminal prosecution.
5.3 Use of any PC or workstation for commercial purposes, for financial, or for material gain while on or off duty is prohibited.

5.4 Sending harassing, intimidating, abusive or offensive material to or about others or prohibited.

5.5 Using another person's identity and another person's password is prohibited.

5.6 Employees shall not add, remove, or reconfigure employer owned computer components without approval of the supervisor through the Information System Division HELP Desk. This includes hardware and software.

5.7 Employees experiencing system network problems shall not shut off the PC or workstation until the appropriate system administrator (IS Help Desk or ECD) has been contacted.

5.8 The use of Power on Passwords/Application Passwords shall only be used with supervisory permission and be on file with supervisors and accessible by system administrator representatives.

5.9 Unplugging workstations from surge protectors is prohibited.

5.10 No software shall be added, deleted or in any way modified in the CAD terminals. All such requests or needs shall be routed to the CAD System Administrator in the Emergency Communications Department.

IV Attachments
1 Laptop Computer Waiver
SPRINGFIELD POLICE DEPARTMENT

LAPTOP COMPUTER WAIVER

For the mutual convenience of me and the City of Springfield, I am being allowed to use my personally owned laptop computer, described below, while on City business. As a part of this agreement, I understand the following:

1) The retention of any personal data or information in my personally owned laptop computer is at my own risk and the City of Springfield will not be responsible for any loss.
2) My personally owned laptop computer, described below, is subject to entry, search, and inspection by my superiors without further notice.
3) Any privately owned property contained in my personally owned laptop computer may be opened and examined without further notice or without my permission. Therefore, I have no expectation of privacy when using my personally owned laptop computer for City business.
4) The obligations that apply to employer-provided computer equipment, including all laws, policies, and merit rules, apply to my personally owned laptop computer when I use it for City business.
5) I understand that the City is not responsible for any maintenance on my personally owned laptop computer while I am using it for City business.
6) The City is not responsible for any loss I may incur as a result of using my personally owned laptop computer for City business.
7) A current backup disk file will be maintained of all City business and accessible to my supervisor.
8) Either party may terminate this agreement at any time.

Computer Description:

   Computer Brand: ________________________________________
   Computer Serial Number: _________________________________

Employee Signature __________________________________________ Date __________

Supervisor Signature __________________________________________ Date __________
Electronic Mail

I Policy

The Springfield Police Department continually strives to improve the efficiency of information flow with electronic communication services. Employees should utilize local and wide area computer networks, voice mail, facsimile transmission, and electronic mail (E-mail). Use of e-mail should be consistent with common sense, common decency, and civility applied to the electronic documentation environment.

II Definitions

E-Mail - Computerized transmission of written correspondence.

Encryption - Encoded electronic message.

File Server - Network device which manages access and storage of network files.

Network - System of connected devices (computers, printers, etc.) which communicate and share services.
SOG 308.2
Electronic Mail

**System Administrator** - The individual responsible for operating and maintaining the department's computer network system.

**Workstation** - Desktop or Laptop computer which is connected to the network. Workstations give the user access to network services.

### III Procedures

1 **LEGAL OBLIGATIONS**
   1.1 Use of e-mail is subject to all federal, state, and local law, including, but not limited to:
   1.1.1 RSMo 569.094 - 569.099 concerning computer crime.
   1.1.2 RSMo 573.010 - 573.065 concerning pornography and related offenses.
   1.1.3 The Federal Communications Decency Act of 1996.
   1.1.4 The Missouri Sunshine Law, RSMo 610.029.
   1.2 Attachment of copyrighted materials to e-mail or inclusion of copyrighted material in e-mail is strictly prohibited under federal statutes.

2 **CITY INFORMATION SYSTEMS DIVISION**
   2.1 The computer system's administrator is responsible for activating the employee account after the employee has received training in the use of e-mail.
   2.2 The Information Systems Division is responsible for maintenance, routine file back-ups, trouble-shooting hardware and software problems, preventing unauthorized access and system misuse.
   2.3 The Information Systems Division will monitor account activity as necessary. They will assist supervisors in retrieving department related e-mail messages in the absence of employees.
   2.3.1 This may occur when the employee's supervisor has knowledge of an important e-mail message in the employee's account, and the employee is absent, and there is a need to retrieve that message.

3 **SUPERVISOR RESPONSIBILITY**
   3.1 Makes requests through the Information System Division's representative to the system administrator for employee e-mail accounts and purging of accounts.
   3.2 Authorizes e-mail accounts as needed, subject to approval by the employee's Division Commander.
   3.3 Verify employees receive proper training or instructions prior to using e-mail.
   3.4 Retrieves and processes important e-mail or employee files in the absence of the employee that require immediate response.
3.4.1 This may occur when the employee's supervisor has knowledge of an important e-mail message in the employee's account and the employee is absent, and there is a need to retrieve that message.

4 EMPLOYEE RESPONSIBILITY

4.1 Exercise caution to protect the system.

4.1.1 Upon activating the account the employee selects a unique password to gain future access to the account.

4.1.2 Does not disclose their password to others or attempt to obtain other persons' passwords.

4.1.2(a) Passwords do not entitle the employee to a sense of privacy. The department may engage in monitoring of electronic mail messages or other electronic files created by employees for valid purposes, including employee supervision.

4.1.3 Log out of the system when absence from the workstation will create a security hazard.

4.1.4 If an employee has an e-mail account, they are responsible for checking their e-mail account at least once during the workday.

4.2 Exercises caution to protect the integrity of the department.

4.2.1 Confidential Information. E-mail should not be used for the transmission of confidential information.

4.2.1(a) The department encourages its employees not to communicate sensitive information by e-mail. Until a tried and proven secure method has been established we ask that all sensitive communications be directed by written letter, phone, or fax.

4.3 Prompt response to e-mail is a matter of common courtesy. E-mail should be responded to just as your would respond to telephone messages, voice mail, and other correspondence.

5 RESTRICTIONS

5.1 The use of E-mail for any purpose which violates any federal, state, or local laws is prohibited.

5.2 The use of E-mail for commercial or personal purposes is prohibited.

5.3 Misrepresenting your identity or affiliation in e-mail communications is prohibited.

5.4 Sending harassing, intimidating, abusive or offensive material to or about others is prohibited.
5.5 Intercepting, disrupting, or altering electronic communications packets is prohibited.
5.6 The use of someone's identity and password is prohibited.
5.7 Causing congestion on the network by such things as creating "chain letters" or broadcasting inappropriate messages to lists or individuals is prohibited.

6 VOICE MAIL SYSTEMS
6.1 Each employee is provided with either a telephone extension with voice-mail or a voice-mail box through the Meridian Mail system.
6.2 Each employee is responsible for:
   6.2.1 Attaching a professional greeting which includes:
      6.2.1(a) Working hours or, in the case of an officer assigned to the field, an explanation that working hours vary greatly.
      6.2.1(b) Reassurance that you will check your mail box as soon as possible.
      6.2.1(c) In case of emergency, referral to 911.
      6.2.1(d) Other non-emergency police service or immediate information, referral to TELCOM (1810).
6.2.2 Checking messages and returning calls each working day.
6.3 If a return call is deemed to be inappropriate (such as an irate citizen), contact your supervisor for guidance/assistance.
CAD Data Management

I Policy

The Springfield Police Department hereby establishes a formal management process for the maintenance of the department's computerized data files in the Computer Aided Dispatch (CAD) system.

II Definitions

Record: List of facts related to someone or something.

File: A collection of records consisting of defined data elements.

Personnel file: Restricted confidential file containing various data accessible during emergency situations.

Vehicle file: Information identifying department vehicles and listing resources associated with the vehicle, such as radar or investigative equipment.

Vehicle: Any object used as a form of transportation, including automobiles, planes, RV's, bicycles, boats, etc.
General Reference files: A series of tables containing non-confidential reference data associated with department personnel, such as department telephone extensions.

The use of a multi-user CAD system requires each user agency to maintain various computer files. Some CAD system files list essential personnel and vehicle information which may need to be shared with other agencies during a crisis. Information related to personnel and vehicle master files have limited access.

Other files include information that is more permanent in nature, such as beat boundaries, radio numbers, and work shifts which would change only as the result of major department operational changes. Modification of these files shall be made only at the direction of the Chief of Police.

III Procedures

1 Personnel File Management
   1.1 Employee Classifications
      1.1.1 Sworn employees include all full-time sworn police officers.
      1.1.2 Non-sworn employees include all full and part-time police personnel, including temporary employees.
      1.1.3 Volunteer employees include:
         1.1.3(a) Reserve Officers
         1.1.3(b) Chaplains
         1.1.3(c) Cadets
         1.1.3(d) H.E.A.T.
         1.1.3(e) Students
         1.1.3(f) Other volunteers
   1.2 Personnel Data Collection and Data Entry
      1.2.1 Employee responsibility.
         1.2.1(a) Upon employment all salaried employees and volunteers will complete and submit a Personnel CAD Action Form, (see Attachment 1) to their immediate supervisor.
         1.2.1(b) Should personal data change during the course of employment, the employee/volunteer will provide an updated Personnel CAD Action Form to their immediate supervisor.
         1.2.1(c) During the employee’s annual evaluation, the employee will complete a Personnel CAD Action Form. This will assist in keeping employee records updated.
         1.2.1(d) Volunteers serving the department will complete a
Personnel CAD Action Form upon their voluntary service anniversary date.
1.2.2 Supervisor responsibility.
  1.2.2(a) Should the employee/volunteer's employment be terminated, the immediate supervisor will be responsible for completing a Personnel CAD Action form on behalf of the employee.
  1.2.2(b) Immediate supervisors will sign and forward Personnel CAD Action Forms in a sealed folder/envelope marked confidential to R&D for CAD entry or updating.

1.2.3 The Chief of Police or his designee will also be responsible, as a check and balance, for notifying R&D of employee promotions, transfers, or termination of employment.

1.2.4 Computer Entry Responsibility
  1.2.4(a) R&D will be responsible for the computer entry, updating, and purging of data listed on Personnel CAD Action Forms and other files as directed by the Chief of Police.

2 Vehicle File Management
Vehicle data is another major resource used by the department employees. Therefore, vehicle records related to each department is required. The quartermaster is responsible for entering vehicle data.

2.1 Upon the acquisition of marked and/or unmarked vehicles, the quartermaster will be responsible for identifying and collecting data related to the vehicle.
  2.1.1 Data required for each vehicle shall identify the vehicle and explain equipment assigned to the vehicle. Required vehicle data will include vehicle type, VIN, and equipment assigned to the vehicle.
  2.1.2 Purging of vehicle records will also be the responsibility of the quartermaster. When vehicles are traded or become unusable the records will be purged.

3 General Reference File Management
Several General Reference Files are located in the CAD system. These non-confidential files relate to general data of interest department wide. The records consist of DSN numbers, department phone numbers, department phone extensions, department issued pagers, and home phone numbers. The data for these records is obtained from the Personnel CAD Action Forms.

3.1 Data entry and purging of General Reference Files will be the responsibility of R&D.

IV Attachments
1 Personnel CAD Action Form (SPD# 98-AD-0296)
Prisoner Processing

I Policy
The Springfield Detention Facility will admit and process prisoners that are legally detained and shall ensure that the conditions of detention are appropriate and that security at the facility is maintained.

II Procedure

1 PROCEDURES
The booking or intake area will be staffed twenty-four hours a day and have the following facilities available:
1.1 A sally port entrance that ensures the area's integrity;
1.2 Secure holding cells for prisoners being processed;
1.3 Shower, wash, and toilet facilities for prisoners;
1.4 Secure storage for prisoner property;
1.5 Telephones for the use of prisoners to make legal calls in the initial confinement period;

2 PRISONER PROPERTY
2.1 All prisoners will be searched at the time of booking by the detention staff. The type of search will generally be a frisk. Refer to SOG 407.2 for Strip and Body Cavity Searches. All property will be removed from the prisoner
SOG 310.1
Prisoner Processing

(excluding necessary clothes) and itemized during the booking process (72.5.1)

2.2 Unauthorized or contraband prisoner property, will be logged into the police property room and itemized in a property submission report. A notation will be made on the booking report as to this property (72.5.1)

2.3 Prisoner property will be stored in secure, numbered drawers or lockers. (72.5.2)

2.4 Each prisoner will be accounted for by capturing necessary booking information and documenting an inventory of their personal property. The disposition of prisoner property will follow section 2.5, below. The booking procedure includes positive identification information, the charge, health problems, next of kin information, complete and accurate preparation of the RMS Booking Reports, fingerprinting of arrestees as required, and photographs taken of all persons booked for a criminal offense or infraction. (83.3.7) (72.5.3)

2.4.1 Do not photograph persons booked for drunk detention.

2.4.2 Photograph and fingerprint juvenile offenders outside the Detention Area as allowed by law.

2.5 All prisoner property which is not evidence or contraband, will be returned to the prisoner upon release or transferred with them to another jail. A prisoner's signature on the booking report is required before returning them their property. (72.5.9)

3 SEGREGATION

3.1 Juveniles: At no time will a juvenile offender be permitted inside the detention facility except after being certified in a court with jurisdiction, as an adult. Certified juveniles will be segregated from adult prisoners. Sight and sound separation should be applied the same as with female prisoners. (72.5.4)

3.2 Females: Female prisoners will never be housed in a cell with male prisoners. Females will be segregated by sight and sound from males by using cell six. When this occurs view and tray doors to cells three, four and five shall remain closed. (72.5.4)

4 VIOLENT PRISONERS OR PRISONERS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

4.1 Prisoners that are immobile or unable to communicate due to alcohol or drugs shall be seen at a hospital emergency room prior to acceptance. If appropriate, release to a drug/alcohol treatment facility is recommended.

4.2 If an intoxicated/drugged prisoner is accepted, he/she shall be closely monitored. If possible, intoxicated prisoners should be kept separate from non-intoxicated. (72.5.5)
4.3 Prisoners who are intoxicated on alcohol or drugs, or are experiencing mental problems, present a security/suicidal risk. These prisoners, due to their high probability of assaultive/self-destructive behavior, may be placed in the detoxification cell without access to bedding. Prisoners who remain in this cell for eight hours will be re-evaluated for their suitability for placement in the regular cell block where they will then be furnished with bedding. (72.2.1)

4.4 Violent or self-destructive prisoners should be segregated. Cell five is designated as the appropriate cell for violent or self-destructive prisoners and shall be closely watched on the video monitors. (72.5.5)

4.5 Violent prisoners and those who attempt to injure themselves, may be placed in the "Violent Offender Chair."

4.6 Anytime a prisoner is placed in the Violent Offender Chair, a written I.D.C. to the Detention Supervisor is required. This I.D.C. will include the reason for use, time in and time out of the chair.

4.7 No prisoner will be kept in the Violent Offender Chair for more than two hours without approval from the Detention Supervisor or Patrol Watch Commander. It will never be used as a form of punishment.

5 PRISONER CONTROL

5.1 Prisoners who have been booked into the City Detention Facility, will not be removed from it until the person taking Temporary Custody of that prisoner signs for them. The date, time and reason for removing the prisoner will be recorded on the back of the Booking Report.

5.2 The date, time of prisoner return will be documented the same as the release. A signature of the returning employee is required.

6 PRISONER VISITS

6.1 No open access visits are permitted. Visits will be conducted in the visit booth.

6.2 Family/friend visits should be discouraged until prisoners are released or transferred to another jail facility.

6.3 Visitors will be required to give their name and address and this will be recorded on the booking sheet. (72.8.5)

7 PRISONER MAIL AND PACKAGES (72.8.4)

7.1 Prisoners will not be allowed to accept mail or packages while in the Springfield Detention Facility.
Detention Officer Training

I Policy

It is the policy of the Springfield Police Department to provide, through a well-managed program structure, training to each detention staff member to ensure proper job performance and professional development.

II Procedure

Training provided to the detention staff will include typical classroom instruction as well as other recognized educational strategies. Training will be consistent with the needs of their respective job classification and pertinent to their work.

1 TRAINING METHODS

The Springfield Police Department's Training Section will be responsible for the maintenance of acquired training records of the detention staff. The Training Section will provide the detention supervisor an annual report of all detention officer training records. Detention staff will provide an initial 120 hour course to each new detention employee. The department training staff will assist or provide advanced training in areas of their expertise and will use the following training modalities:

1.1 Jail training packages and programs prepared by other organizations
1.2 Instructors and speakers from within the detention staff
SOG 310.2
Detention Officer Training

1.3 Area specialist (fire marshals, law enforcement officers, psychologist)
1.4 Audio-visual programs
1.5 Centralized staff training by other agencies (Greene County, U.S. Medical Center)

2 TRAINING CATEGORIES

2.1 Initial Training
All new full-time employees in the detention facility will receive forty hours of orientation training prior to an assignment to a particular workshift. A written test will be given at the conclusion of the orientation training. The first two weeks of assignment on a work shift will be considered Field Training for a total of 120 hours of new employee training. New employees are required to successfully pass a listing of topics during this Field Training phase. Training will include an overview of department guidelines, City Merit Rules, detention procedures and specific job information. This training is provided by the detention staff. (72.9.7)

2.2 In-Service And Advanced Training
Employees within the detention facility will receive training in the following areas each year (minimum 25 hours). This training will be provided or arranged by the training staff: (72.1.1)

2.2.1 Fire safety and suppression. To include smoke and fire detectors, fire extinguishes, fire blankets and air packs. (Minimum of 4 hours)
2.2.2 Suicide detection and prevention. (Minimum of 8 hours)
2.2.3 Use of chemical agents. (Minimum 1 hour)
2.2.4 Use of force, physical restraints, regulations and tactics. (Minimum of 4 hours)
2.2.5 First aid and C.P.R. (Minimum of 8 hours)
Cell Searches & Inspections

I  Policy

The Springfield Detention Facility will maintain a system of inspections of the physical plant and prisoners to insure institutional security and a safe, clean environment.

II  Procedure

1  SANITATION INSPECTIONS
   1.1 The Detention facility will be cleaned daily by a cleaning crew. These non-city employees are under the control of the Springfield Public Works department. Cleaning Crew employees are required to complete and sign a daily, cleaning and inspection sheet and should report any sanitation problems to the detention staff. (72.3.3)

2  VERMIN AND PEST CONTROL
   2.1 The City will maintain a contractual agreement with a pest control company. There shall be a monthly inspection and spray treatment. (72.3.3)
   2.2 An inspector from the Springfield/Greene County Health Department will inspect the detention facility on a semi-annual basis and report their finding in writing to the detention supervisor.
3 SECURITY INSPECTIONS

SECURITY INSPECTIONS

3.1 Cell Security Checks: Cells will be inspected for weapons or contraband before and after each use. (72.4.5)

3.1.1 Each Friday, the first shift detention employees will inspect each cell, drunk tank and holding cage for hidden contraband and security equipment problems. This inspection will be documented and a checklist of locks, vents, screens, video equipment, bunks, mattresses and toilets will be completed. This list will be forwarded to the detention supervisor. Any missing or damaged equipment will be repaired or replaced. (72.4.6)

4 CELL CHECKS

4.1 The Springfield Detention Facility will be staffed 24 hours per day, when in use. (72.8.1)

4.2 Prisoner Cell Checks: Detention personnel should check each cell and the detoxification unit (drunk tank) every 14 minutes if possible; however, cell checks will not be made longer than 30 minutes apart. (72.8.1)

Video cameras which monitor cells # 4 and 5 and the drunk tank are used as a visual aid in cell checks. These cameras are aimed so as not to invade the personal privacy of the prisoner. If a prisoner is not seen moving on the video monitor within a 15 minute period, a wellness verification must be made of them. (72.8.1) (72.8.2)

4.2.1 Wellness Verifications include but are not limited to:

4.2.1(a) Hearing the person breath (snoring) or,
4.2.1(b) Seeing movement of a limb/head or,
4.2.1(c) Seeing the chest rise and fall, or
4.2.1(d) Verbal response

4.3 After the cell checks, a prisoner count will be logged into the cell check logbook. THE EMPLOYEE WHO INITIALS THE CELL CHECK LOG, IS STATING THAT ALL PRISONERS ARE ACCOUNTED FOR AND APPEAR WELL. (72.8.1)

4.4 The safety of the prisoner is the responsibility of the detention staff.
Detention Escapes

I  Policy

The Springfield Detention Facility will maintain security to protect the public, preventing escapes through traditional accountability and internal management procedures while also being prepared to react to overt escape attempts and successful escapes.

II  Procedure

1  Even in a well-managed jail, staff must be alert to prevent escapes. The following elements may indicate an impending escape plan:

   1.3

2  IMMEDIATE NOTIFICATION

   2.1 Direct observation of an escape or escape attempt will be cause for activation of the Emergency Alarm System. The police communications center will be notified by radio or phone and a request for police assistance will be made.
2.2 In the event an escape has been successful, the patrol watch commander will be notified first, then the detention supervisor. The watch commander will deploy officers to establish a perimeter in the area of the escape.

2.3 A detention officer may give "hot pursuit" of a fleeing prisoner but must carry a police radio when doing so.

3 NOTIFYING OUTSIDE AGENCIES
3.1 As soon as descriptive information is obtained, the detention staff will notify the Springfield/Greene County Communications Center. Information relayed will include:
   3.1.1 name;
   3.1.2 age;
   3.1.3 sex;
   3.1.4 race;
   3.1.5 whether armed or not;
   3.1.6 clothing description;
   3.1.7 direction of travel;
   3.1.8 method of travel;
   3.1.9 type of charge.

3.2 In the event an escape occurs outside the city limits of Springfield, the appropriate law enforcement agency will be notified and assistance requested.

4 NOTIFYING LOCAL RESIDENTS
4.1 In some cases of escape, it may be necessary to inform local residents. This is the responsibility of the watch commander.

5 HOSTAGES
5.1 Under no circumstances will a prisoner be permitted to escape from the detention facility using a hostage. If a hostage is taken, the Special Response Team will be immediately requested.

6 CAPTURE
6.1 When an escaped prisoner is captured, the watch commander, detention supervisor and other law enforcement agencies will be notified.
Detention Fire Safety

I  Policy

The Springfield Detention Facility is committed to providing a safe institutional environment for all staff and prisoners, through compliance with all applicable state and local codes and standards for fire suppression and detection.

II  Procedure

1  FIRE EVACUATION

A written fire evacuation plan will be posted in the booking area. All Detention employees are required to be familiar with it. (72.3.2)

1.1  All fire exits will be appropriately marked with lighted signs. Fire exits will remain unobstructed.¹ (72.3.2)

1.2  In the event of a fire in the Springfield Detention Facility, the first priority is the preservation of life. Call 911 or use a portable radio to notify communications. Activate the detention's emergency alarm system. An ambulance will be requested to stand by in case of injuries. (72.3.2)

¹ Section revised per Policy Change Order 99-031, 9/1/99.
1.3

The Greene County Jail will be contacted in the event our detention facility is not usable due to a fire. Prisoners held on Municipal charges will be released with summons or approval of the Municipal Judge. Felony prisoners will be transported to the Greene County Jail. (72.3.2)

2 FIRE EQUIPMENT
2.1 The Detention Facility is equipped with two, self-contained breathing apparatus (SCBA).
2.2 A fire blanket is kept in the booking area of the detention facility.
2.3 A fire extinguisher is located in the booking area in the detention facility.
2.4 Exit doors in the detention facility are marked with lighted EXIT signs.
2.5 Fire equipment will have a documented, visual inspection weekly. A semiannual documented testing of the fire equipment will also be performed. (72.3.1a)

3 AUTOMATIC FIRE/HEAT ALARM SYSTEM
3.1 An automatic fire alarm system has been installed in the detention facility. It monitors each cell and the detention lobby for signs of fire, smoke/heat. (72.3.1)
3.2 Two fire pull stations are located at the exit doors. They are part of the automatic fire alarm system. The fire alarm system is monitored off-site by E-911 and Atlas Security Service. An audible alarm with strobe light will sound in the detention facility when the automatic alarm system is activated.
3.3 A daily visual inspection and monthly documented testing of the automatic fire detection devices and alarm system will be performed by detention personnel. (72.3.1b)
3.4 Smoking
3.4.1 No smoking is allowed inside the detention facility. Matches and cigarettes will be seized from a prisoner upon admission and returned upon release.
3.5 Any fire suppression or detection equipment which is found to be defective, will be reported to the detention supervisor and immediately fixed or replaced.
Detention Security

I Policy

It is the policy of the Springfield Detention Facility to maintain the physical integrity of the Detention Facility through a perimeter security system that includes effective entrance and egress procedures that allow efficient passage of authorized items and traffic while ensuring prisoners do not escape.

II Definitions

Detention Facility - The restricted area where detainees are held and where weapons and contraband are not permitted.

Nonessential Personnel - Non-police personnel consisting of maintenance, cleaning, civic groups.

III Procedure

1 WEAPONS STORAGE
1.1 No firearms or unauthorized security equipment will be permitted inside the Detention Facility. A weapon storage locker is located at the east and south entrances into the Detention Facility. (72.4.1)

2 IDENTIFICATION
2.1 All persons who are not known to the D.O. entering the Detention Facility will be required to produce proper identification prior to entry. No person will be allowed to leave the Detention Facility unless they have been properly identified. (72.5.8)

2.2 Any person acting in a law enforcement capacity who is not known to the detention officer who delivers a prisoner to the Springfield Detention Facility, will be required to identify him/herself and verify the authority for detention/arrest. (72.5.6)

3 NONESSENTIAL PERSONNEL
3.1 In the event that nonessential persons are allowed to enter the Detention Facility, their presence should not violate the prisoner's privacy or impede the facility operations. Nonessential personnel are not permitted inside the facility while a potentially violent prisoner is being processed or during emergency situations. (72.1.2)

4 DETENTION FACILITY DOORS
4.1 The south entrance to the facility will remain closed at all times when not in use. A key is necessary to open this door. The exterior east door will normally be kept closed. It is permissible to prop this door open for ventilation only when the interior, metal mesh door is closed and locked and a detention/police officer is monitoring the facility in person.

5 CELL AND INTERIOR DOORS
5.1 Doors to unoccupied cells will remain closed and locked until needed. The shower room door is to be locked except during use. Locked doors should be pulled on to insure that the latch is in place. (72.4.4)

6 KEY CONTROL
6.1 Under no circumstances should a prisoner be permitted to handle or have access to any Detention Facility Keys. Exterior door keys should be carried in an inconspicuous manner. Cell Door keys are kept in the designated area behind the booking counter when not in use. Keys are not to be left unattended inside the Facility. Only police personnel are permitted to have exterior, Detention Facility door keys. Misplaced or stolen Detention Facility keys other than DSN keys are to be reported immediately to the Detention Facility.
Duplicate cell door keys will be kept out of view, on the peg-board in the booking, storage area. (72.4.3)
7 TOOL AND UTENSIL CONTROL (72.4.7)

7.1 Tools will not be stored within the Detention facility. All tools brought into the Detention facility to perform work will be accounted for and removed after completion of that work. All maintenance employees or cleaning personnel need to be closely monitored while working inside the detention facility. A search of the areas in which they perform work must be done for any misplaced tools before prisoners are allowed access to that area.

7.2 Prisoners will receive one plastic spoon with their noon and evening meals. All plastic spoons will be accounted for and collected after feeding, then discarded in the trash which is not accessible to prisoners.

8 ENTERING OCCUPIED CELLS

8.1 No employee shall enter an occupied cell alone, except in emergency circumstances. In an emergency, the employee will notify the front desk and wear the distress alarm device before entering a cell alone. (72.4.2)

9 OPPOSITE SEX PRISONERS

9.1 Detention staff are encouraged to have another person present when dealing with a prisoner of opposite sex. If a second person is not available, the opposite sex prisoner may be brought to the detention lobby where the video monitoring will capture any interactions. Touching of a prisoner of the opposite sex is not permitted except for control purposes or emergency searches. (72.8.3)

10 ELECTRONIC SURVEILLANCE EQUIPMENT

10.1 Cell #5 and #6 are cells equipped with a B&W video camera monitored in the booking area. The monitor will be positioned so that no prisoner can view it. The video cameras will be placed so as not to invade the prisoner's personal privacy. Whenever a prisoner is considered a suicide risk, the prisoner's safety takes precedence over their right to privacy. In these cases, the monitor may be used in cell #5. A monitoring camera is installed in the "drunk tank" and will be monitored whenever this room is occupied. Confidential, professional visits will not be held in a room equipped with an audio/video camera. Exterior facility entrances and detention lobby are monitored with an audio/video camera, 24 hours a day. (72.8.2)

11 SECURITY THREATS

11.1 When a prisoner makes a threat to harm a prisoner or employee of the Springfield Police Department, it will be recorded in the Daily Jail Log Book. If a threat is made against an officer, a report will be made by the employee
11.2 Any incident which threatens the security of a prisoner or the detention facility will be recorded in the Daily Log Book. (72.4.11)

11.3 In cases of a bomb threat, the Springfield Fire Department will immediately be notified as well as the detention supervisor.

11.4 Anytime a combative prisoner (or one that is considered a security hazard) is to be transported to any court, that court will first be notified of the risks. The court may desire to order additional restraints or have additional officers standing by as security. (71.1.8)
Releasing of Prisoner Information

I Policy

The Springfield Detention Facility will ensure that all applicable provisions of federal, state, and local statutes or regulations are observed with respect to the records of prisoners confined in the facility.

II Procedure

1

1.1 Ordinarily, the information that may be released about an offender consists of those information elements that are already a part of the public record. The following prisoner information is considered to be in the public domain: (72.1.3)

   1.1.1 name
   1.1.2 booking number
   1.1.3 date of birth
   1.1.4 sex
   1.1.5 race
   1.1.6 date/time of booking
   1.1.7 date/time of release
   1.1.8 reason booked/charge
Releasing Prisoner Information

1.1.9 bond amount
1.1.10 sentencing dates
1.1.11 method of commitment or discharge
1.1.12 sentence procedure
1.1.13 transfer destination (after the fact)

1.2 The detention staff will not release any information concerning the prisoner's health or medical records to the public.

1.3 No information about the crime committed will be released. Media and public inquiries will be directed to the Media Relations Officer or an appropriate supervisor.

1.4 Detention staff will look up prisoner bookings upon requests from the public up to the past 48 hours. Any inquiries of past bookings not found in this time period will be referred to the SPD Records Section.

1.5

2 STAFF INFORMATION
2.1 Staff personnel and training records are considered confidential. Information that may be released is limited to the individual's name, title and duty station. No home telephone numbers or addresses of the staff, will be released to the public or media.

3 LAW ENFORCEMENT AGENCY RECORDS
3.1 Generally, SPD or FBI identification records will be released to bona fide representatives of law enforcement agencies or produced in compliance with order.

3.2 Detention staff may release and produce prisoner records to other law enforcement agencies in accordance with applicable federal, state and local laws. This includes medical information or suicide risk indicators.
Temporary Detention

I Policy

In carrying out the daily duties and responsibilities of law enforcement, it is often necessary to arrest and physically detain persons pending appearance in court, transfer to another facility or until the immediate phase of an investigation has been completed. Officers may detain persons for the purpose of processing, questioning or testing as a result of an arrest.

II Definitions

Temporary Holding Area - A room, space or area for questioning or testing of detainees where they may not be subject to the continuous control or supervision of Department personnel in the same room, space or area, for a period not to exceed two hours.

III Procedure

1 SUPERVISION AND ACCOUNTABILITY FOR TEMPORARY DETAINES (72.9.1)

1.1 All persons in temporary detention will be under the observation and supervision of an officer while in custody. The arresting officer shall bear the
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responsibility for ensuring that the prisoner is detained, supervised and processed according to Department guidelines and procedures prior to bookings.

1.2 Supervising Special Prisoners
1.2.1 Female detainees shall always be separated by sight and sound from male prisoners.
1.2.2 Juvenile offenders, regardless of the offense committed, will always be separated by sight and sound from adult prisoners. This requirement includes common areas such as offices, hallways, bathrooms, etc.

2 TEMPORARY DETENTION AREA
2.1 Authorization (72.9.1)
2.1.1 The arresting officer shall be responsible for selection of the temporary detention area to be used. The detaining officer shall insure that he/she has lawful authority to execute and sustain the detention. The following locations only are authorized temporary detention holding areas.
2.1.1(a) Jail/Detention area
2.1.1(b) 2-CIS suspect interview rooms
2.1.1(c) 1-CIS witness interview room

2.2 Time Limitation (72.9.3) (72.9.6)
2.2.1 A prisoner may be locked in a temporary holding cage, room, or area without continuous supervision of an officer for a period not to exceed two hours. In this instance, the officer will conduct and document visual checks of the detainee at least every 15 minutes.
2.2.1(a) Prior to completion of the two-hour period, the officer will continue meeting with the prisoner, release, or transfer to a temporary holding facility or jail.

2.3 Officers will utilize the CIS Temporary Detention Log (97-IN-0283) to track observation checks and total unsupervised time while in CIS. These logs are located in the CIS interview rooms and are used each time the officer leaves the prisoner unsupervised for a period exceeding fifteen minutes.
2.3.1 Place the original in the case file or with the original Offense Report and a copy in the CIS Commander's (Lt.) box.

2.4 Restraining bar, violent offender chair (72.9.1) (72.9.4)
2.4.1 Detainees may be secured to a restraining bar located in the Jail/Detention facility. During this period, they must remain under constant supervision and control of the Detention Staff. At no time will a detainee be secured to the restraining bar in excess of two hours.

1 Sections 2.1.1(c) through 2.3.1 revised per CALEA onsite inspection, 9-23-97.
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2.4.1(a) At police headquarters, the only location a prisoner can be secured to a fixed object is inside the Jail/Detention facility.

2.4.2 Violent prisoners may be secured in the violent offender chair located in the Jail/Detention Facility. Prisoners secured in this manner will remain under constant supervision and control and may not exceed two hours without a Detention supervisor's authorization.

2.4.2(a) A written I.D.C. is required anytime the violent offender chair is used. It will include the reason for use and length of use. It will be forwarded to the Detention Supervisor.

2.5 Physical condition for temporary detention area (72.9.2)

2.5.1 There shall be sufficient space provided in all temporary detention or holding areas for reasonable and necessary movement.

2.5.2 Detainees shall have access to a toilet, wash basin and drinking water.

2.6 Security (72.9.1) (72.9.6)

2.6.1 Security of the temporary detention holding cage in the Jail/Detention Facility is the responsibility of the detention staff.

2.6.2 All applicable policies for the Jail/Detention Facility apply to the temporary detention holding cage within it.

2.6.3 Security of prisoners held in temporary detention areas outside the Jail/Detention Facility is the responsibility of the arresting officer until transferred to another officer.

2.6.4 After booking, the security of a prisoner leaving the detention facility for questioning is incumbent upon the officer signing for the prisoner.

2.6.5 Only police personnel involved in the investigation or interrogation of a detainee are allowed in the temporary detention area when in use.

2.6.6 Once a detainee has been place in a temporary detention area, police personnel shall not enter that area (room/cell) except to remove the detainee for release, questioning, or other authorized official activities.

2.6.7 Officers shall secure all firearms prior to entering the temporary detention cell in the detention facility.

2.6.8 Officers holding detainees in a temporary detention area that is not equipped with a panic/duress alarm will carry their portable police radios with them to act as an alarm system.

2.6.10 Prior to leaving the detention area, jail personnel will search detainees before they are taken to the interview rooms and upon return. All articles which pose a safety risk will be removed from the detainee.
2.7 Escapes (72.9.6)
   2.7.1 Officers must make precautions to prevent the escape of anyone in temporary detention. To minimize the possibility of escape, officers must:
   2.7.1(a) Maintain control over locked doors. Exterior doors must be locked when not in use.
   2.7.2 Officers will refer to and follow SOG 310.4, "Detention Escapes" in the event of an escape from temporary detention.

2.8 Fire Safety Provisions (72.9.5)
   2.8.1 Fire Prevention
   2.8.1(a) All personnel shall make every effort to prevent the occurrence of fires in the temporary detention areas through proper supervision of detainees and control of all flammable materials in and around those areas.
   Smoking is not permitted in any City building.
   Matches and cigarette lighters are not permitted in a temporary detention area when being used as such.
   In the event of a fire or other related emergency, the primary objective will be protection of lives of all detainees & staff.

   2.8.2 Fire Suppression
   2.8.2(a) Fire fighting equipment is located throughout the main police building and police sub-stations. Evacuation plans are posted on walls.
   2.8.2(b) As soon as fire is detected in a police building, the following steps shall be accomplished in order.
       • Call 911, inform Communications of the location and nature of the fire;
       • Extinguish the fire with fire extinguisher.
       • If fire cannot be controlled with extinguisher, immediately evacuate the building of non-essential personnel.
       • Notify the Patrol Zone Commander.
       • Assist the Springfield Fire Department by allowing access to the building and giving directions to the fire.

   2.8.3 Except when emergency dictates, prisoners shall not be removed from detention until field officers arrive to assist.

2.9 Fire Evacuation Plan
   2.9.1 A posted fire evacuation plan graphically depicting escape route to safe areas shall be conspicuously posted.
   2.9.2 All exits shall be signed and adequately illuminated to facilitate station evacuation to hazard free areas when necessary.
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2.9.3 Prisoners held in the Jail/Detention Facility will be evacuated by the Jail/Detention staff to the compound area.

2.9.4 Detainees held in temporary detention areas other than the Jail/Detention Facility, will be evacuated to a safe area by the officer supervising them.

2.10 Staff Training (72.9.7)

2.10.1 All sworn personnel who are responsible for security of prisoners in temporary holding areas (i.e. CIS investigators) shall receive training in the rules, regulations, and other written directives governing the supervision of prisoners in temporary detention. Training shall include detention escapes, prisoner processing, detention security, detention medical and suicide prevention.

2.10.2 This training shall be recorded in the officer's training files.

IV Attachments

1. CIS Temporary Detention Log (SPD# 97-IN-0283)
Medical and Health Services for Prisoners

I Policy

To establish procedures to ensure that all persons held in the Springfield Detention Facility have access to emergency medical health care.

II Procedure

1 During the booking procedures, all detainees shall be advised that if they require medical assistance, they are to inform any detention officer of their needs.

2 Conspicuously posted signs shall instruct prisoners that if medical assistance is needed, to contact the detention officers. (72.6.4)

3 MEDICAL ASSISTANCE PROCEDURES

3.1 An assessment shall be made by detention officers of each prisoner's medical condition during the booking procedure. Detention Officers will follow the guidelines established in the Detention Manual, under "Pre-Admittance Screening." (72.6.3)

3.1.1 If detention officers cannot determine whether or not an emergency medical condition exists, they are to decide on the side of caution and call 911 for an ambulance to respond.
3.1.2 If the illness/injury is not an emergency, the screening detention officer will document this on the Medical Screening Questionnaire.

3.1.3 If the injury appears minor, detention staff may apply simple bandages and treat the injury with first aid.

3.1.4 The detention officer will evaluate the mental status, behavior and consciousness of the prisoner during the pre-admittance screening. (72.6.3c)

3.1.4(a) No unconscious prisoner will be accepted.
3.1.4(b) Violent prisoners will be segregated.
3.1.4(c) The arresting officer will arrange commitment for mentally ill prisoners.

3.2 First Aid kits shall be maintained in a convenient, practical location behind the booking area in the Detention Facility. (72.6.2)

3.2.1 First Aid supplies will be inspected on a weekly basis as part of the safety/security inspection.

3.2.2 First Aid supplies will be replenished as soon as possible after use.

3.3 All Detention Officers will become certified in C.P.R. by a Red Cross Certified Instructor within their first year of employment. Certification will be maintained annually. (72.6.1)

3.3.1 In the event any person in the detention facility stops breathing, life saving procedures will be immediately started by the employee discovering the emergency.

3.3.1(a) All detention officers will carry their department issued CPR portable mask on their belts while on duty.

3.3.1(b) An AMBU Bag is located outside the cell block and may be used to relieve the person that starts rescue breathing.

3.3.1(c) Chest compressions will be performed in the event no heartbeat can be detected in the person who is not breathing.

3.3.1(d) An ambulance will be immediately requested.

4 MOVING PRISONERS TO A HOSPITAL

4.1 If a prisoner is in need of emergency medical services, he/she will be immediately transported to a local hospital's emergency room. (72.6.1)

4.1.1 In the interest of security, at least one police officer will be dispatched to return to the detention facility to assist the detention staff.

4.1.2 If the prisoner is to be transported to the hospital or medical center for treatment, a police officer will escort the ambulance and maintain security while at the medical facility.
4.1.3 The police officer is responsible for ensuring that the CUSTODIAL MEDICAL REPORT is completed and returned with the prisoner to the detention facility.

4.2 Prescription bottles with appropriate labels in the name of the prisoner, may be considered valid unless reason to suspect otherwise.

4.2.1 In the event the detention officer is suspicious of a prisoner's prescription, they should contact the detention supervisor for direction.

4.3 Prisoners complaining they need medication they do not have, will be taken to a local hospital or the detention staff should consult with the Springfield/Greene County outpatient clinic.

4.4 All medication given to a prisoner while in custody will be documented on the original booking sheet. This includes over the counter medications. It will show:

4.4.1 Day/time of dosage;

4.4.2 Type of medication given.

5 DISPENSING OF PHARMACEUTICALS (72.6.5)

5.1 The detention officer completing the Medical Questionnaire of the prisoner will determine, as part of the booking process, if the prisoner requires any type of regular medication.

5.1.1 When possible, verification of any prisoners' need for medication shall be made by the detention officer with the physician authorizing the prescription.

5.1.2 Dispensing of the medication shall be accomplished under the conditions set by the prescribing physician.

5.1.3 Prescription bottles with appropriate labels in the name of the prisoner may be considered valid unless there is a reason to suspect otherwise.

5.1.3(a) In the event the detention officer is suspicious of a prisoner's prescription, he or she should contact the detention supervisor for direction.

5.1.4 Prisoners complaining they need medication they do not have will be taken to a local hospital or the detention officer will consult the Springfield/Greene County outpatient clinic.

5.1.5 All medication given to a prisoner while in custody will be documented on the original booking sheet. This includes over the counter medications. It will show:

5.1.5(a) Date/time of dosage;

5.1.5(b) Type of medication given.
Prisoner Rights

I Policy

The Springfield Police Department recognizes and provides for the rights of prisoners held in custody. Police personnel shall insure that these rights are not violated. Upon learning of such alleged violation, the supervisor of the accused employee shall make further inquiry. If the allegation is verified, the supervisor should follow Police Department disciplinary investigation procedures.

II Procedures

1 TIMELY COURT APPEARANCE

1.1 Arrest with Municipal Charges:

1.1.1 Whenever someone is detained at our holding facility, the Department shall be responsible for having the prisoner meet court appearances.

1.1.2 The first shift detention officers are responsible for listing any municipal prisoner on a court docket sheet and faxing the list to Municipal Court.

1.1.2(a) This will be performed before 08:00 hours, weekdays.

1.1.2(b) Municipal prisoners booked after 09:00 hours will not be added to that days court docket.
1.1.3 When a person is arrested on a capias municipal warrant on Friday after court, the arresting officer will contact municipal court to arrange an unscheduled appearance.

1.1.4 Prisoners who are intoxicated, mentally ill or not suitable for court, may have court appearances set for a later date by Municipal Court.

2 OTHER JURISDICTIONS

2.1 Detained prisoners who are being held for investigative reasons (20 hour hold) or warrants, may have court appearances for other courts while being held in our facility. Detention staff will:

2.1.1 Assist the prisoner in making notification to the court of their absence and reason for it.

2.1.2 Notify the investigating detective of the prisoner's court appearance. The detective may authorize an early release on the investigative hold to accommodate the prisoner's need.

3 BAIL

3.1 The prisoner's right to make bail or post bond shall not be impeded or otherwise obstructed by any police personnel.

3.2 Prisoners who are able to post bail/bond shall be processed prior to booking in-coming prisoners.

4 ACCESS TO ATTORNEYS

4.1 A prisoner's right to speak to an attorney shall not be impeded, whether the prisoner has been charged with a crime or not.

4.2 When a prisoner consults with an attorney at the Detention Facility, efforts will be made to ensure their privacy.

4.3 A detention officer will be responsible for verifying the identification of attorneys and documenting the visit on the prisoner's booking sheet.

4.4 Whenever a prisoner is to meet with his attorney, the attorney will be allowed to enter the detention facility only after being searched for contraband using a frisk search method.

4.4.1 The prisoner may meet with his/her attorney for a period of time up to one hour in privacy.

4.4.1(a) The breathalyzer room will be used for the prisoner/attorney visit.

4.4.2 The attorney will not be allowed in the detention facility if there are dangerous or disorderly prisoners being processed.
5 ACCESS TO TELEPHONE

5.1 When a prisoner has completed the booking process, he/she shall be afforded the opportunity to use the telephone for the purpose of contacting family, to make bail/bond arrangements or to retain an attorney. This phone number will be added to the booking sheet.

5.2 Following the initial use of the telephone, additional telephone calls can be made by the prisoner from the AMERITEL Cellblock inmate phones.

5.3 Long distance calls will be made collect.

5.4 There are no recorded telephones in the detention area.

6 PRISONER MEALS

6.1 When prisoners are in custody, three meals will be provided over a 24 hour period.

7 PRISONER RECORDS

7.1 All prisoner records shall be kept strictly confidential. Any requests from outside sources shall be referred to the Police Central Records Section.
Field Interviews

I Policy

It will be the policy of the Springfield Police Department to conduct field interviews as part of a comprehensive strategy of crime control. The objectives are to identify and develop information about suspicious persons, develop suspects in conjunction with directed patrol in response to targeted patterns of crime, and crime prevention.

Field interviews will be conducted by the officers of this department in a manner consistent with our goal of keeping the community as free from crime and disorder as possible. That goal will be accomplished in a manner consistent with respecting the civil rights of all citizens with whom we come into contact.

II Definitions

1 Field interviews may be divided into two categories:

1.1 **Field Contacts** - a conversation with a purpose between a citizen and a law enforcement officer where the citizen is free to leave.

1.2 **Field Interrogation** - questioning of a citizen by a law enforcement officer with respect to a crime. The status of field interrogation is further defined by
the focus of suspicion being on the subject of the interview as the perpetrator of criminal activity. The citizen is generally not free to leave.

III Procedure

1 Officers of the Springfield Police Department are authorized and encouraged to conduct field interviews with persons under two conditions:
   1.1 Persons whom the officer believes may have information pertaining to a crime, pattern of crimes, and/or criminal suspects. This interview will generally take the form of a field contact.
   1.2 When the officer has a reasonable suspicion that criminal activity is afoot, and the person to be interviewed may be the perpetrator of that activity, this interview may take the form of either a field contact or field interrogation. (41.2.4)

2 CONSTITUTIONAL SAFEGUARDS
   2.1 When appropriate, officers will provide Miranda warnings for the person(s) being interviewed. They will be given under the following conditions:
      2.1.1 The focus of suspicion is on that person for a criminal offense or ordinance violation, and;
      2.1.2 A reasonable person would believe that he/she is no longer free to leave (custody), and;
      2.1.3 The person being interviewed will be asked questions designed to elicit a self-incriminating response.
   2.2 Miranda warnings should be given in a manner to insure that the subject understands the content and affirmatively waives his/her rights prior to any further questioning.
   2.3 Persons being detained under the status listed in 2.1.1 or 2.1.2 should be released as soon as the reason for the detention no longer exists. This section does not preclude an arrest in the event that the officer develops probable cause to do so. (41.2.3)

3 DEMEANOR
   3.1 Officers conducting field interviews shall maintain a courteous manner and professional image. Officers will explain the reason for the contact, if appropriate, or if the person asks for a justification. Officers may refrain from an explanation if divulging it would be inconsistent with the security of an ongoing operation.
4 DOCUMENTATION
4.1 Officers should document all information relevant to criminal activity and identification of criminal suspects on department approved forms. (FIR, ICAD) (41.2.3)

IV Attachments
1 Field Interview Report (FIR)
2 Investigative Criminal Activities Database (ICAD)
Continuous Uniform Operations Division Coverage
and Shift Briefings

I Policy

It shall be the policy of this Department to provide a single, consistent method for assigning officers to shifts, beats, and days off. This will ensure impartiality in the assignment process. The Chief of Police or his designee retains final authority to assign officers as necessary to provide effective coverage and accountability. Duty shifts for Uniform Operations Division shall be staggered to ensure that there is continuous patrol coverage at all times. All shifts shall attend a daily shift briefing prior to beginning their tour of duty. Uniform Division shall insure that qualified Major Crime Investigators and Major Accident Investigators are assigned to each shift. (41.1.1) (83.1.1)

II Definitions

Duty shift - A regularly scheduled work shift.

Continuous patrol coverage - The availability of on-duty officers for immediate assignment to emergencies.

Squad - A group of assembled officers normally comprised of police officers, police corporal, police sergeant.
Zone - A geographical subdivision of the City, based on the number of calls for service to provide an equitable workload. The City is divided into two zones, designated as Zone 1 (south) and Zone 2 (north).

Beat - Each Zone contains defined beats, each of which comprises a geographical area providing equal workload.

III Procedure

1 Uniform operations patrol officers shall be assigned to a squad as needed to maintain a consistent number of personnel on each squad, as determined by a Uniform Operations Division commander.

2 Officers are assigned to patrol shifts according to historical CFS workload demand as determined by the Uniform Operations Division commander. (41.1.2)

3 Consistent and impartial shift rotation shall be provided by the staggered insertion of each squad into a repeating rotation cycle which reaches completion every thirteen weeks, in the following order: (41.1.2)
   3.1 First shift:  5 weeks
   3.2 Overlap shift:  1 week of the 5 week First shift rotation
   3.3 Second shift:  4 weeks
   3.4 Third shift:   4 weeks

4 There shall be two squads on duty for each shift with exception of overlap, with one squad on duty in each Zone. Overlap shift shall provide continuous coverage during times of peak demand and shift change.

5 Officers shall be assigned to beats by the Squad Leader. If a squad has more officers than needed to fill the available beats, the additional officers shall be assigned according to current operational needs as determined by the Squad Leader. (41.1.2)
   5.1 Officers may, upon the authority of their Squad Leader, rotate beat assignments periodically for training purposes, for additional work experience, or to provide a varied working environment. (41.1.2)

6 All squads shall be scheduled one calendar year in advance in accordance with the rotating schedule.
   6.1 Days off (absent with leave) for each squad shall be indicated on this schedule. (41.1.2)
SOG 401.2
Continuous Uniform Operations Division Coverage and Shift Briefings

7 The beginning of each shift shall be devoted to shift briefing.

7.1 The shift briefing will be conducted by the squad leader or designee of the oncoming shift. (41.1.3)

7.2 The shift briefing will begin as quickly as reasonable so as not to unnecessarily delay officers going in service.

7.3 Shift briefings may include but not be limited to:

7.3.1 Disseminating daily patrol information.
   7.3.1(a) Information on wanted persons, stolen vehicles and relevant incidents.
   7.3.1(b) Officer safety information.
   7.3.1(c) Distribution of court subpoenas.
   7.3.1(d) Miscellaneous information.

7.3.2 Notifying officers of their assignments, vehicles, and radio numbers.

7.3.3 Updating officers of new directives, procedures, etc.

7.3.4 Evaluating officer readiness to assume patrol.
   7.3.4(a) Squad Leaders shall observe their officers daily for conformance to SOGS regarding appearance, uniform and equipment.
   7.3.4(b) Squad Leaders shall, twice monthly, conduct a detailed inspection of their personnel. This inspection shall be recorded on a Springfield Police Department Inspection Form, and kept in the Squad Leader's file for that particular officer.

7.3.5 Shift briefings will be conducted in the patrol briefing room

IV Attachments

1 SPD Inspection Form
Alarm Response / Reporting

I  Policy

The policy of the Springfield Police Department is to enforce General Ordinance No. 3937, an amendment to the Springfield City Code, Chapter 20, Article IX, Alarm Systems Code. The Department shall respond to alarm calls, determine the cause of the alarm and take appropriate action.

II  Definitions

Alarm System  - A mechanical electrical device which is designed to be activated manually or automatically upon the detection of an unauthorized entry, intrusion, or other emergency in or on any building, structure, facility or premises.

False Alarm  - Means any activation of any alarm system intentionally or by inadvertence, negligence or unintentional act to which the Police Department responds, including activation caused by the malfunction of the alarm system.
III Procedure

1 Alarms shall not be considered to be false under the following circumstances:
   1.1 When the alarm has been caused by the malfunction of the indicator at the Police/Fire Communication facility.
   1.2 When the alarm has been caused by damage, testing or repair of telephone equipment or lines by the telephone company, provided that such incidents are promptly reported to the telephone company.
   1.3 When an alarm is caused by an attempted and unauthorized or illegal entry, of which there is visible evidence.
   1.4 When an alarm is intentionally caused by a resident or employee acting under a reasonable belief that a need exists to call the Department.
   1.5 When an alarm is followed by a call to the Department canceling the alarm by giving proper information prior to the arrival of the Department at the source of the alarm.
   1.6 When the alarm is caused by natural or man-made catastrophe or an act of God, including such events as tornadoes, floods, earthquakes, or other similar violent conditions.

2 PRIORITY CODES

3 OFFICER RESPONSE
   3.1 Officers will assume an alarm to be genuine until articulable facts indicate otherwise.
   3.2 If the alarm is genuine, the officer will take necessary action to resolve the situation at the scene.
   3.3 If the alarm is false, officers will complete a False Alarm Report (Attachment #1), stating the cause of the alarm, and immediately return to service.
   3.4 Priority 2 alarms will not be declared false until every reasonable effort is made to determine the cause of the alarm.
   3.4.1 This will include waiting for management to arrive, if feasible, to conduct an interior check of the building.
SOG 401.3
Alarm Response/Reporting

4 CENTRAL RECORDS RESPONSIBILITIES
4.1 The Central Records Section shall be accountable for the administrative responsibilities detailed to the Police Department as prescribed by the False Alarm Ordinance; i.e. - monitoring and billing repeat offenders, and record keeping functions.

IV Attachments
1 False Alarm Report (SPD# 89-001)
## Domestic Violence

### I Policy

Protection of our community from abuse and violence is a police department priority. Domestic violence cases will be handled expeditiously and decisively in an effort to break the cycle of abuse. Officers of the Springfield Police Department will expedite assistance and protection to victims in strict accordance with the law.

### II Definitions

**Family or Household Member** - Spouses, former spouses, persons related by blood or marriage, persons who are presently residing together or who have resided together in the past and persons who have a child in common regardless of whether they have been married or resided together at any time.

**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 as family or household members:

**Assault** - Purposely or knowingly placing or attempt to place another in fear of physical harm.
SOG 401.4  
Domestic Violence

**Battery** - Purposely or knowingly causing physical harm to another person with or without a deadly weapon.

**Coercion** - Compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage.

**Harassment** - Engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to another person and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause same to the petitioner. Harassment would include following another about in a public place, or lingering outside the residence of another.

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

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

**Stalking** - An adult purposely and repeatedly harasses or follows with the intent of harassing another adult. Harass means to engage in a course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person to suffer substantial emotional distress.

### III Procedure

1. **AUTHORITY**
   The Adult Abuse Act defines the authority and legal duty of officers to act in domestic violence cases. It is found in Chapter 455 of the Revised Missouri Statutes. Officers are expected to be thoroughly familiar with this Act.

2. **DISPATCH AND POLICE RESPONSE**
   2.1 Domestic violence cases where the following factors exist will be classified as minimum Priority II Calls for Service (immediate response) if:
      2.1.1 The caller indicates that violence is imminent or in progress, or
      2.1.2 An Order of Protection is in effect, or
      2.1.3 The caller indicates that incidents of domestic violence have occurred previously between the parties.
   2.2 When dispatched to a domestic abuse incident and there is specific information that there is imminent danger of death or serious physical injury to any party, the officer is encouraged to respond code 3.
3 ENFORCEMENT

3.1 No Order of Protection in effect

3.1.1 When an officer responds to a first call for service involving domestic abuse and probable cause exists to make an arrest, he/she is expected to do so, or include in the written report the reasons why no arrest was made.

3.1.2 On the second call for service at the same address within 12 hours where the abuse is directed against the same or any other family or household member by the same offender, and the officer finds probable cause to make an arrest, he/she is required to do so.

3.1.3 When an arrest is required under subsection (1), and both parties claim to be the victim, the officer is then required to arrest the primary physical aggressor.

3.2 Order of Protection in effect

3.2.1 When an officer responds to a call for service and finds that an Order of Protection is in effect and probable cause to believe that a person has violated that order, the officer is required to make an arrest. Prior to doing so, however, the officer will verify the existence of the order and that it has been served on the respondent.

3.2.2 An arrest may also be made for violation of a Child Protection Order, but is only required when the violation involves failure to surrender custody of a child.

3.3 In the event that p/c to arrest the suspect exists and he/she has left the scene, the officer will make an immediate investigative effort to locate and arrest that person. That effort will include, but not be limited to, causing stop information to be broadcast, and checking locations where the suspect might be found. In the event that the offense is a felony, and it is reasonable to do so, the officer will cause a p/c wanted item to be issued for the suspect.

3.4 In cases where a non-custodial party refuses to surrender custody of children to the custodial party authorized by an Order of Protection, the officer is required to arrest the non-custodial party for violation of an Order of Protection. The officer will then deliver the children to the care and custody of the party to whom custody was granted in the Order. Officers shall not arrest in cases where the sole complaint alleges non-support, unless an arrest warrant has been issued.

3.5 In the event that an Order of Protection exists, but has not yet been served on the respondent, the officer may obtain a copy of the Order and serve it on the respondent. If the respondent then refuses to comply, an arrest will then be required as listed is 3.2.
3.6 Suspects will be booked with State charges into the City Detention Unit for all p/c charges.

4 ENTRY INTO A PRIVATE DWELLING
4.1 Officers responding to a domestic violence scene will make reasonable effort to insure safety of victim. This will be determined through personal contact and interview with the victim.

4.2 In the event that consent to enter cannot be obtained, officers should review all justifications for exigent entry to include but not be limited to: medical emergency, any evidence that a violent crime is imminent or in progress, or a reasonable belief that the suspect is on the premises and is armed.

5 INFORMATION AND TRANSPORTATION REQUIREMENTS
5.1 Officers will provide victims of domestic abuse with information on available judicial remedies for relief from that abuse, and on available shelters. This will be done by supplying the victim with the "INFORMATION FOR FILING AN ORDER OF PROTECTION (EX PARTE)" brochure. Officers will complete the blanks on the front of the brochure. In the event that no brochure is available, officers may advise the victim of the remedies and shelters and document it in their report.

5.2 Officers will arrange for or provide transportation to a medical facility for treatment of injuries and/or to a place of shelter for safety. Documentation in the report will be required in either case.

6 REPORTING REQUIREMENT
6.1 Once a call involving an allegation of domestic abuse is dispatched, a written report of the incident is required. It will not be negated by a change in call status (such as a change to Peace Disturbance, Receive Information, etc.). This means no HBO, GOA, or UNF classifications, as it is essential that we be able to explain the outcome of the original allegation at any point in the future.

6.2 If no arrest is made on the call, the officer will include in the report a complete description of the incident, an explanation of why no arrest was made, and any other pertinent information.

6.3 Supervisors will ensure high quality investigations, and that all reporting requirements are met prior to approval of the report.
7 FOLLOW-UP INVESTIGATION

7.1 When an arrest is made during the same shift as the complaint, Uniform Operations Division officers are expected to complete the follow-up investigation under the following conditions:

7.1.1 The case is a misdemeanor;
7.1.2 Officers are encouraged to complete the follow-up on felonies, or they may be forwarded to CIS.

7.2 A completed misdemeanor case (investigation completed and Case Report face sheet attached) should be placed in the IN basket in Records for processing. Records will process the package by attaching a Criminal History check, making copies, and forwarding the package to CIS. All completed domestic abuse cases will be referred to the Greene County Prosecutor's Office. During normal business hours, the case may be presented directly to the Prosecutor's office if the officer is on duty at the time.

7.3 If the Patrol Squad Leader has determined that it is not possible for the Patrol Officer to complete a misdemeanor follow-up investigation, the investigation may be forwarded to CIS. Every effort should be made by Patrol to complete misdemeanor follow-up investigations relating to domestic abuse.
Canine Unit

I  Policy

To utilize the canine's superior sense of smell, hearing and physical apprehension capabilities to assist law enforcement personnel in the performance of their duties. The use of the canine requires adherence to procedures that properly control their use of force potential and direct their specialized capabilities into legally acceptable crime prevention and control activities.

II  Definitions

Canine Team - an officer handler and his assigned police canine

Engage - canine bite

Department Canine Trainer - a canine handler designated by the department who is responsible for coordinating activities of the canine unit such as training, etc.
III Procedure

1 CANINE TEAM UTILIZATION

1.1 The canine unit is available on a 24 hour on call basis. The primary mission of the canine unit is to detect the presence of concealed narcotics. Canines can also be used to conduct building searches for offenders in hiding, assist in the arrest or prevent the escape of serious or violent offenders, protect officers or others from death or serious injury, track suspects or locate lost or missing persons, and locate hidden instrumentalities or evidence of crime.

1.2 Operations Division canine teams will be assigned to the Operations Division and will be under the supervision of the designated O.D. lieutenant

1.2.1 Operations Division canine teams will be under the direct supervision of the squad supervisor of the squad to which they are assigned.

1.2.2 Operations Division canine teams will be assigned as relief drivers when squad resources permit.

1.3 Narcotics canine teams are assigned to the Criminal Investigations Division and are under the supervision of the NET supervisor.

1.4 The police canine shall not be handled or given commands by anyone other than the assigned handler. Should an on-duty handler be injured or otherwise unable to command the canine, another K-9 handler will be called to the scene to take custody of the dog.

1.5 Canine team assistance can be requested directly by patrol officers.

1.5.1 If the canine handler is off-duty and a request for canine assistance is made, the duty watch commander must authorize the call out.

2 HANDLER QUALIFICATION AND TRAINING

2.1 Officers being considered for assignment as a canine handler must have:

2.1.1 A minimum of two (2) years patrol experience with satisfactory work performance evaluation;

2.1.2 A willingness to serve as a canine handler for at least a five year period;

2.1.3 A willingness (together with family members) to care for and house the canine at the officer's residence with a secure outdoor area that meets department approval;

2.1.4 A strong desire to work with canines and willingness to care for and train the animal;

2.1.5 A willingness to train with the canine on a regular basis to assure a high degree of teamwork and performance capabilities;

2.1.6 A willingness to be on 24-hour call in status;

2.1.7 A favorable demeanor report;
2.1.8 Demonstrated ability to work without direct supervision and good supervisor/employee relations; and
2.1.9 Successfully complete the approved Canine Handler Physical Agility Test

2.2 The department canine and handler must complete a basic training program approved by the Springfield Police Canine Trainer.¹

2.3 The canine handler shall be responsible for assuring that the canine receives regular training to assure retention of its capabilities and discipline control.
2.3.1 The Department Canine Trainer will establish minimum training standards for canine teams.
2.3.2 Canine teams shall attend at least one (1) training session each month.
2.3.3 Canine handlers will report any problems/deficiencies they are having with their assigned canine to the Department Canine Trainer.
2.3.3(a) Department Canine Trainer will then schedule the canine team for remedial training.

2.4 All training will be documented in files kept in accordance with Missouri Department of Public Safety guidelines.

3 DRUG TRAINING AIDS

1 Revised, 2-10-98.
3.2.11 Each canine officer is solely responsible for the accountability of the drugs in the container.

3.2.12 In the event a container of drugs or any portion thereof is damaged or lost, the officer checking out the container will:

3.2.12(a) Contact an on-duty supervisor.

3.2.12(b) Complete an IDC including the following:

- Name of people involved
- Name of canine involved
- Location where occurred
- Type of drugs involved
- Check-out weight of the damaged package
- Check-in weight of the damaged package
- Complete details of the incident

4 REPORT WRITING PROCEDURES

4.1 No portion of this section shall conflict with established report writing directives. Copies of all canine unit reports will be forwarded to the canine unit commander by the first week of each month.\(^2\)

4.2 The canine handler will complete a K-9 Activity Log which will be updated daily. This is a monthly form and will be submitted to the department trainer by the first week of each month. This form will document all utilizations of the canine.\(^3\)

4.3 The canine handler will complete a monthly K-9 Training Record which will be updated daily. This is a monthly form and will be submitted to the department trainer by the first week of each month. This form will also document satisfactory/unsatisfactory performance of the canine.\(^4\)

5 CANINE ENGAGEMENTS AND INJURIES

5.1 Whenever a canine engages an individual, whether or not in the line-of-duty, the handler shall;

5.1.1 Obtain medical treatment for the person. Medical personnel should examine the affected area irrespective of the perceived seriousness of the bite or injury;

5.1.2 Summon a supervisor to the scene;

\(^2\) Changed due date of reports, 2-10-98.

\(^3\) Changed due date of logs, 2-10-98.

\(^4\) Changed due date of records, 2-10-98.
5.1.3 Take color photographs of the affected area prior to and following medical treatment if possible.

5.1.4 Complete an IDC detailing the circumstances whenever it has been alleged that a canine has bitten or otherwise injured an individual. The IDC must detail the identity of the individual involved and any witnesses, the extent of injuries if known, and measures taken in response to the incident.

5.1.5 Place canine in working quarantine status. Working quarantine is for 10 days. During this period the handler shall document on an IDC any time that he loses sight of his canine when the canine is not secured by leash or kennel.

5.1.6 Canine handler shall forward all documentation of rabies vaccinations to the canine lieutenant.

5.1.7 All IDC’s will be forwarded to the canine lieutenant for review.

6 CANINE ARREST/USE OF FORCE GUIDELINES

6.1 Canines will not be used to threaten a suspect or arrested person. This does not prevent the use of the police canine to guard someone, to prevent escape, or to keep someone from interfering in a police function (serving of search warrants, stop and frisks, etc.):

6.3 If a suspect meeting the criteria of Section 6.2 flees from a canine officer, the officer can release the canine to apprehend the suspect. However, great

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5 Section 6.2.4 and 6.2.5 added 10-16-97.
caution should be used in releasing the canine in heavily populated or congested areas.

6.3.1 Only necessary physical force is authorized.
   6.3.1(a) Only that amount of force necessary to achieve a lawful intended result should be used when deploying a police canine under the direction of the handler.

6.3.2 Considerations:
   6.3.2(a) Handlers should rely on state statutes, departmental directives and departmentally provided training in determining whether it is necessary to resort to canine force to accomplish a lawful objective.
   6.3.2(b) In addition to those considerations listed in Section 6.3.2(a) above, handlers, in determining what degree of force may be lawfully used in order to accomplish their objective, shall also consider the following in determining whether the use of canine force is appropriate:
     • the severity of the crime;
     • whether the suspect poses an immediate threat to the safety of the handler, fellow officers, or others; and
     • whether the suspect is actively resisting arrest or attempting to evade arrest by flight.

6.4 A Use of Force Form shall be completed when a canine engages a suspect.

7 DRUG DETECTION
7.1 Use of police canines in a drug detection capacity is authorized in the following situations:
   7.1.1 The canine handler shall maintain records that document the use and the proficiency of the canine in drug detection. This documentation shall be readily available for others who may need it when seeking warrants.
Canine Unit

7.1.3 Field officers may detain specific checked luggage or related items for purposes of requesting a canine sniff if reasonable suspicion exists but may not detain the items so long as to interfere with the owner's scheduled travel.

7.1.3(a) When a drug detection canine alerts to the luggage or related items, in this circumstance, a warrant or consent to search must be obtained before it is opened unless exigent circumstances exist to conduct an on-site search.

7.1.4 Canine handlers shall not initiate a sniff of an individual's person with an aggressive alert dog.

7.1.5 Searches based on the sniff of the curtilage area of residences—either individual dwellings or the common areas of multiple unit dwellings—are not permitted without consent to search or a search warrant.

7.1.6 Drug-sniffing canines may be used to sniff motor vehicles during a valid stop. The canine will be used to sniff the vehicle's exterior in an exploratory manner.

7.1.6(a) If the canine alerts to the vehicle such alert shall serve as probable cause to search the vehicle.

8 BUILDING SEARCHES FOR SUSPECTS IN HIDING

8.1 Canines can be used for locating suspects in buildings or other structures where search by officers would create an unnecessary risk. These searches shall be governed by the following:

8.1.1 The building perimeter shall be secured by police personnel.

8.1.2 Whenever possible, the building's owner should be contacted to determine whether there may be tenants or others in the building and to ascertain the building's layout.

8.1.3 When a canine building search is anticipated, a preliminary search by officers should not be conducted as this will interfere with the canine's ability to discriminate scents.

8.1.4 The on-scene officer shall also take the following steps in preparation for the canine search:

8.1.4(a) Evacuate all tenants, workers or others from the facility.

8.1.4(b) Whenever possible request that all air conditioning, heating or other air-blowing systems be shut off so as not to interfere with the canine's scent.

8.1.5 Upon entrance to the building, all exits should be secured, and communications limited to those of a tactical nature.
Canine Unit

8.1.6 The canine should be unleashed during a building search unless there is an imminent risk of injury to innocent persons within the facility.

8.1.7 The canine should not be used to search facilities that contain substances potentially harmful to the animal unless overriding risk to human life is present.

8.1.8 Before commencing the search, the handler shall loudly announce and repeat, at least twice, the statement that there are police officers on the premises and that a trained police canine will be released if the individual does not surrender. A reasonable amount of time shall also be allowed for the suspect to respond. This warning should be repeated when searching large buildings to ensure persons present in different areas of large buildings do hear the warning.

8.1.9 Arrested persons shall not be transported in the same vehicle with a law enforcement canine unless alternative transportation is not available and immediate transport is essential for safety or security reasons.

9 CROWD CONTROL

9.1 Canine teams may be used for crowd control to protect life or property during a riot or other gathering that cannot be controlled by other means. In these situations, canines shall

9.1.1 be short leashed at all times unless no other means are available to protect an individual from serious injury; and

9.1.2 not initiate any offense action, unless to guard against imminent loss of life or serious bodily injury.

10 TRACKING

10.1 The police canine is available to track missing persons or suspects, or to locate evidence that has been abandoned or hidden in a specified open area. Such searches are subject to the following conditions and limitations:

10.1.1 When officers are pursuing suspects and contact with the suspect is lost, the officer, prior to summoning a canine team shall:

- stop and pinpoint the location where the suspect was last seen;
- secure the perimeter of the area to be searched;
- shut off engines of vehicles in the area if possible; and
- avoid vehicle or foot movement in the area where the suspect or subject was last seen.

10.1.1(e) Protect all items of clothing that will be used for scent from being handled.
11 CANINE USE AND CARE

11.1 Police canines shall not be used for participation in shows, field trials, exhibitions or other demonstrations unless authorized by the canine supervisor or the patrol operations commander. Handlers shall not use canines for personal gain.

11.2 Canine handlers are personally responsible for the daily care and feeding of their animal to include:
   11.2.1 maintenance and cleaning of the kennel and yard area where the canine is housed;
   11.2.2 provision of food, water and general diet maintenance as prescribed by the department canine coordinator;
   11.2.3 grooming on a daily basis, or more often as required by weather, working conditions or other factors;
   11.2.4 daily exercise; and
   11.2.5 general medical attention and maintenance of health care records.

11.3 Where the handler is unable to perform these and related duties due to illness, injury or leave
   11.3.1 another officer may be assigned to temporarily care for the dog; or
   11.3.2 the canine may be housed in a departmentally approved kennel when the handler is unavailable.

11.4 Teasing, agitating or roughhousing with a police canine is strictly prohibited unless performed as part of a training exercise.

11.5 To assure a more rapid response and transportation of canine to and from work duties, canine cars may be assigned to handlers to be kept at their residence. Handlers are responsible for insuring vehicles are properly maintained.

11.5.1 Equipment to be kept in the vehicle for canine use includes, but is not limited to:
   11.5.1(a) Choke chain
   11.5.1(b) Lead
   11.5.1(c) Available water
   11.5.1(d) Canine's toy
   11.5.1(e) Brush
   11.5.1(f) Canine first aid kit
   11.5.1(g) Hot dog alarms
12 CANINE HANDLER COMPENSATION FOR AT-HOME CANINE CARE
12.1 Handlers will be compensated at the rate of one hour per day for the at-home care of their assigned canine. This is compensatable time to the extent that these hours exceed the normal scheduled work hours for that week.
12.2 Squad supervisors will adjust the canine handler's work schedule to compensate as squad resources permit.

IV Attachments
1 Certified Canine Handlers
Attachment 1

CERTIFIED CANINE HANDLERS
(41.1.4-g)

Only the following personnel are authorized to perform duties as police canine handlers, effective July 13, 1998:

   Officer Brady Stark
   Officer Ginger Robertson
   Officer Phil Yarnell
   Officer Ray Rusher
   Officer Chris Willett
   Officer Jeff Ferneau
Field Reporting

I  Policy

Reports prepared by police department members are an accurate account of criminal incidents and/or activities relevant to our law enforcement function. The report may become part of an official record that is used as a basis for evaluation of what has been done or what needs to be done. The report is frequently used in judicial proceedings; used to explain and demonstrate training needs; used to justify needs in manpower and equipment; reviewed by the news media to convey important information to the public; used by victims to recover losses associated with crime and/or accidents; analyzed by the department to determine trends and patterns of criminal activity and to accurately project problem areas in order to efficiently allocate existing resources; and used as a basis of performance evaluation for the individual employee. Therefore, it is incumbent on each and every member of this department to ensure that a report is completed when appropriate and that every report is of the highest possible quality.

II  Definitions

Offense - Any incident involving the violation of any Federal or State statute or Municipal ordinances.

Incident - Any documented event not covered by Offense.
SOG 401.6
Field Reporting

**HBO (Handled By Officer)** - no report completed.

**GOA (Gone On Arrival)** - no report completed.

**UNF (Unfounded)** - This classification is appropriate when there is no evidence of an incident having occurred and there is no complainant or witnesses to contact.

**Primary Report** - The report completed by the employee assigned to perform the preliminary investigation of any incident.

**Supplemental Report** - Reports in addition to the primary report containing facts and information concerning the preliminary or follow-up investigation.

**Incidental Report** - A report form used for continuation, supplemental, or non-criminal miscellaneous reporting.

**RPT (Report)** - Summons report required.

**FAL (False Alarm)** - False Alarm Report required.

**TKT (Ticket)** - Traffic Citation issued.

**CANCEL (Cancelled)** - Event closed prior to dispatch or arrival.

**ROA (Referred to Outside Agency)** - Event referred to agency other than Springfield Police Department or Springfield Fire Department.

**NOT (Notification Made)** - Contact has been made or information available on emergency message relay.

**Report Forms** - Below is listed the current forms in use by this department for field reporting:

- Offense -- SPD 78-001 (See Section 5.1)
- Incidental -- SPD 78-005 (See Section 5.2)
- False Alarm -- SPD 89-001 (Appendix 1)
- Property Submission -- SPD 87-002 (Appendix 2)
- Use of Force -- 94-OP-0002 (Appendix 3)
- Detailed Photo/Video Supplement -- 96-OP-0226 (Appendix 4)
- Daily Trip Sheet -- 94-OP-0008 (Appendix 5)
- Missouri Uniform Accident -- State (See Section 5.3)
- Missouri Uniform Complaint and Summons -- State (Appendix 6)
- Alcohol Influence Report -- State (Appendix 7)
III Procedures

1 GENERAL REPORTING REQUIREMENTS (82.2.2)

1.1 All dispatched and field initiated calls for service are reported/recorded in the computerized dispatch system. An employee will complete a written report in all cases where any of the following occur:

1.1.1 A citizen reports a crime;
1.1.2 An incident occurs resulting in an employee being dispatched or assigned;
1.1.3 Criminal or non-criminal cases are initiated by law enforcement employees or a result of a citizen complaint;
1.1.4 There is an incident involving arrests, citations or summonses.
1.1.5 Except as authorized in Section 2.
1.2 All forms and reports shall be completed in a clear and concise manner providing all available and pertinent information and using a **black, medium point ink pen**.
1.3 Reports may be typewritten or be completed on a computer, when necessary, appropriate and approved by the Field Supervisor.
1.4 All completed reports must be **reviewed and approved** by a supervisor or his/her designee.
1.5 All completed reports will be forwarded to the Records Section for recording and dissemination.

2 CLASSIFICATION OF CFS DISPOSITIONS

2.1 **RPT** - Cleared by report or arrest. Code used when an officer completes a report in response to a dispatched or employee initiated call for service. The report form may be an accident report, offense report, incidental report, summons report, or other originating report.

2.2 **HBO** - written report is not required. Officer has arrived, completed all tasks that can be done, and has determined a written report is not required. Requirements for HBO include:

2.2.1 **No reasonable belief exists that an offense or infraction has occurred** - there must be no information available to the officer which indicates a past or ongoing ordinance or statute violation.

2.2.2 **Citizen satisfaction** - an HBO call for service must be brought to a conclusion satisfactory to all persons involved.

2.2.3 **No further action required** - there must be no indication of any further action or likely recurrence.

2.2.4 **No useful information** - there must be no information obtained which would serve any useful function.

2.2.5 **Brief explanation to dispatcher** - The primary officer shall provide a very brief explanation of the HBO to the dispatcher for entry into CADS. Sergeants shall monitor for appropriateness and brevity.

2.2.6 **Whenever there is any doubt as to whether a written report should be made, the field officer shall prepare a report.**

2.3 **GOA** - for those situations where an officer arrives at the location of a dispatched call for service and either the suspect(s) have left and the complaining party wishes no further action or all involved parties have left and no one is available to provide further information.
2.4 **UNF** - for those situations where an officer arrives at the location of a call for service and determines that no incident or offense actually occurred.

2.5 **FAL** - The officer has responded to an alarm call and determined that activation was caused by malfunction, employee error, weather related, or other non-criminal act. A false alarm report shall be completed.

2.6 **TKT** - Used only for traffic citations.

2.7 **CANCEL** - Police event closed by dispatcher prior to dispatch or prior to officer arrival on the scene.

2.8 **ROA** - Referred to outside agency. Dispatcher designation for calls referred to an agency other than Springfield Police or Springfield Fire Department. Example: Rabies Control.

2.9 **NOT** - Notification made. Officer has responded to an emergency message relay and made notification or communicated with the recipient in some other suitable manner.

3 REPORT/CASE NUMBERING SYSTEM (82.2.3)

3.1 All reports will be assigned a unique, sequential number computer generated by the Communications Department beginning with 0001 at 00:00 hours on January 1 of each year and ending at 24:00 hours on December 31. Each report number will have a prefix consisting of the last two numbers of the current year. (i.e. 96- for the year 1996)

3.2 Only one report number will be assigned to each incident. All reports related to this incident, such as supplemental reports by other officers or follow-up investigative reports, will utilize the same report number.

4 REPORT PROCESSING AND MANAGEMENT (82.2.1-e)

4.1 All primary reports should be completed within the reporting officer's work shift. If circumstances prevent the completion of a primary report within the work shift, this information should be transmitted to the Records Section, including the report number, the date, the officer's name, and the anticipated completion date.

4.2 Reports of significant events (homicides, serious assaults, etc.) shall be completed, reviewed, and forwarded to the records section as soon as possible.

4.3 All reports will be reviewed by a supervisor or his/her designee to insure that each report is complete, legible, accurate, and in the appropriate format.

4.4 After review all reports will be placed in the "in" box in the Records Section for recording, copying and dissemination to the appropriate section and/or agencies.

5 SPECIFIED REPORT COMPLETION PROCEDURES (82.2.1-d)
5.1 **Offense Report** - a primary report used to report any violations of federal or state statutes, or local ordinances, excluding traffic violations. For detailed information refer to the Reporting Guide Manual, February, 1983.

5.2 **Incidental Report** - can be either a primary or a supplemental report. For detailed information refer to the Reporting Guide Manual, February, 1983.


5.4 **Forged Check Complaint Form** - an internal form that is completed by selected businesses to report check situations. Officers may occasionally receive one in the field. Instructions are on the form.

5.5 **Death-Scene Investigative Checklist for Child Fatalities** - a state form required when investigating the death of a child aged seventeen (17) and under. Limited instructions are on the form. For detailed instructions refer to the Basic Guide for Evaluation/Investigation of Child Fatalities and Child Abuse/Neglect issued by the Missouri Department of Social Services, State Technical Assistance Team (STAT), Nov. 1993.

5.6 **Waiver of Right to Remain Silent and of Right to Advice of Counsel** - an internal form detailing an individual's rights under the Miranda warning. Used primarily in custodial situations but can also be used in conjunction with the consent to search form. After having read and initialed by each line of the rights statement, the suspect enters the date and time and signs the form. There are spaces for the officers who witnessed the suspect's signature to sign.

5.7 **Abandoned Vehicle Sticker** - a bright orange sticker placed on the windshield of a vehicle that has been marked as abandoned in violation of ordinance 22-30.5. The only information that must be entered is the time and date the sticker was completed using the time and date of dispatch, the radio number of the unit marking the vehicle, and the name of the officer marking the vehicle. A vehicle impoundment report is the primary report in this situation.

5.8 **Municipal Court Violation Mailer** - a blue envelope to be provided by officers to persons being cited into Municipal Court for traffic violations. Included on the envelope is a flap that has information pertaining to appearances in court and the schedule of fines should the individual decide to waive appearance and mail in the fine.

5.9 **For information on other report forms, see attached appendices.**

6 **SUPERVISORY REPORT REVIEW (82.2.4)**

6.1 Each written report shall be reviewed by a department supervisor or his/her designee prior to entry into the records system.

6.2 The person reviewing the report shall evaluate and insure:

6.2.1 Completeness of report and investigation including, but not limited to:

6.2.1(a) elements of the crime
6.2.1(b) probable cause
6.2.1(c) witness/suspect statements and information

6.2.2 Clarity
6.2.3 Organization
6.2.4 Spelling
6.2.5 Grammar
6.2.6 Professional appearance
6.2.7 Accuracy

6.3 Upon completion of his/her review and evaluation of the report, the supervisor of designee shall sign in the appropriate box indicating the he/she is satisfied with the content of the investigation presented, the level of service provided, and accepts the report as an accurate representation of both. After the report has been signed as approved, the report shall be delivered to the appropriate location in the Records Section for processing and routing.
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Field Reporting

APPENDIX 1
False Alarm
89-001
2-13-97

False Alarm - a primary report

Box 1 - report number
Box 2 - the beat number of the location
Box 3 - date of occurrence
Box 4 - dispatch time
Box 5 - business or residential alarm
Box 6 - business name or resident's name
Box 7 - address of alarm
Box 8 - self explanatory
Box 9 - person who contacted officers at the scene; enter none if no one responds
Box 10 - if a business alarm the title of the person contacting officers (i.e. owner, manager)
Box 11 - if a business alarm then enter the phone number of the business; if a residential alarm enter the business phone number of the person contacting the officers
Box 12 - enter the home phone number of the person contacting the officers
Box 13 - type of alarm (i.e. intrusion, holdup, panic)
Box 14 - check whether the alarm has been installed less than 6 months or longer than 6 months
Box 15 - the company monitoring the alarm
Box 16 - check the appropriate, if any, exemption; if none of the specific exemptions apply, then leave blank
Box 17 - self explanatory
Box 18 - a narrative section to allow the officer to enter any additional information he/she deems appropriate
Box 19 and 20 - self explanatory
Box 21 - for use of records personnel only
SOG 401.6
Field Reporting
APPENDIX 2
Property Submission Report
SPD 87-002
2-13-97

**Property Submission** - a three part form to be completed whenever placing property or evidence into the property room for storage.

Box 1 - the report number
Box 2 - leave blank
Box 3 - check the appropriate classification
Box 4 - the classification of the report
Box 5 to 11 - self explanatory
Box 12 - a listing of the examination codes to be used in column 19
Box 13 - a listing of the disposition codes to be used in column 20
Column 14 - enter the bar code number from the property sticker for each item submitted
Column 15 to 20 - self explanatory
Column 21 - leave blank
Box 22 - a narrative space for any additional information or requests for handling
Box 23 - check the appropriate case status and routing
Box 24 - self explanatory
Box 25 - check yes or no as is appropriate, if yes attach additional submission reports listing the additional property
Box 26 to 29 - for use by the officer performing the follow up investigation
Use of Force Report - an internal form for review in the chain of command only, it is not entered into the records management system. The Use of Force Report form is to be completed every time an employee uses force at or above the third level (active, resistant) on the Use of Force Matrix or at the second level (passive, resistant) if the force used is chemical spray or the force results in injury to the suspect or officer. The form will be completed by each officer who has used force. An IDC may accompany the form at the discretion of the officer or the supervisor. After completion the form will be attached to a copy of the offense and all other related reports and will forwarded through the chain of command for review and recommendations.

Item number - report/case number
Time - time of dispatch
Date of occurrence - self explanatory
Location - address of incident
Beat - self explanatory
Photos taken - were photographs related to the use of force taken?
Type of crime/incident - initial reason for officer response
Resistance/weapons use began - self explanatory
Arrest made - self explanatory
Officer name - the officer using the force (a use of force form must be completed by each individual officer who uses force at any incident)
DSN - self explanatory
Assignment - radio assignment or off duty
Sex - self explanatory
Race - self explanatory
Age - self explanatory
Height - self explanatory
Weight - self explanatory
Body armor? - was the named officer wearing body armor
(Officer’s status) - select the most appropriate
Suspect name - self explanatory
Address - suspect's home address
Suspicion description - all boxes self explanatory
Perceived mental condition - suspect's condition at the time of the incident, check as many as apply
Lighting - check as many as apply to the time of the incident
Weather - check as many as apply to the time of the incident
Level of resistance - check as many as apply or, if none seem applicable, check other and provide specifics
Effect of physical control/weapons use - check for both suspect and officer
Reason physical control/weapon used - check as many as apply or, if none seem applicable, check other and specify
Weapons used by or available to officer - check as many as apply
Weapons used by suspect - check as many as apply
Officer's signature - self explanatory
Supervisor's comments - after review, the supervisor should make a determination as to whether or not the use of force was justified and make recommendation as to what, if any action is necessary
The reverse side of the form is reserved for comments and recommendations by the command staff
Detailed photo/video supplement - a supplement to a primary report which is completed by the officer who provides photographic processing.

Reference complaint # - report/case number of the primary report  
Routing - check as many as apply  
Date - date of primary report  
Time - time of dispatch on primary report  
Incident - classification of the primary report  
Location - address of occurrence on the primary report  
Page - as with all supplemental reports, begin with page 1  
Narrative - enter any pertinent information such as conditions, lighting, special circumstances, etc.

VIDEO DOCUMENTATION  
Bar code # - the number on the evidence control sticker attached to the cassette  
Tape length - self explanatory  
Narrator - individual providing narration for the tape  
Video narrative - enter any pertinent information such as conditions, lighting, special circumstances, etc.

PHOTOGRAPHIC INFORMATION  
Roll # - sequential numbering of the rolls of film used in each investigation  
(check the box if the roll is larger than 12 exposures)  
Bar code # - the number on the evidence control sticker attached to the film canister  
Exposures this roll - select 12 or 24  
Camera number - the department applied number on the camera  
Photo # - frame exposure number  
Description - object being photographed  
Settings - camera settings  
Flash used - select yes or no as is appropriate  
Officer/DSN - officer taking the photos/video  
Reviewed and approved/DSN - supervisor or designee  
The reverse side contains space for information on two more rolls of film and at the bottom has a space for a sketch of the article or area photographed.
Daily Trip Sheet - This form is to be filled out at the beginning of each shift by each officer operating a department vehicle. It should be turn in to a supervisor for approval at the end of the shift.

Date - current date
Radio # - self explanatory
Vehicle # - self explanatory
Officer - name of officer assigned to the vehicle
DSN - assigned officer’s DSN
Supervisor - the assigned officer's supervisor for that shift
Equipment - enter the shotgun department assigned number and either yes or no if it is issued to the officer, then mark each individually listed item that is in the vehicle
Vehicle - mark each item that was checked on the vehicle during vehicle preparation
Mileage - self explanatory
Minor vehicle repair or maintenance needs: - enter any observed needed repairs or maintenance
Approved by: - self explanatory
Missouri Uniform Complaint and Summons - used for all traffic violations (both state and local) and for violations of Municipal ordinances. Multi-part, self carboned. Note: the form includes a narrative page which can be used as the primary report for selected ordinance violations. For a listing, refer to the IDC dated 12-23-96 which is included in this guideline.

Date - date of violation
Location/log point - location of violation
Time - time violation occurred, use military time
Name - violator's name
Street address - violator's address, including city, state, zip code, and phone number (TEL#)
Driver's license No./SSN - self explanatory, check type, and enter state of issue
Proof of insurance - check yes or no as to whether proof of insurance was provided
Employer - violator's place of employment
Item No. - report number if applicable
License deposit in lieu of bond - self explanatory
Did unlawfully - check the most appropriate description - operated, park, etc.
Vehicle descriptors - self explanatory
Described violation - enter the charge/violation and on municipal criminal charges include a short description of incident (i.e. Common Assault by slapping Joe Citizen on right side of face)
Seat belt violation - check yes or no as appropriate
Within the city of Spfd. MO. - check to indicate the violation occurred within our jurisdiction
Speeding violation information - self explanatory
In violation of - enter the state statute or municipal ordinance number of the violation and check whether it is a violation of Revised State of Mo. statute(RSMo) or municipal ordinance (Ord.).
On state violations there is a required charge code number and check if the summons is in reference to an accident and/or a DWI.
Officer - the issuing officer's name and DSN. In specific instances a citizen will sign along with the officer.
Court date/time - enter a court appearance for the violator that conforms to the guidelines established by the appropriate court.
The sections sworn to before me this date and prosecutor's signature are for the use of the courts and are left blank
Alcohol Influence Report - a state report that is required in all DWI investigations.

Page 1
Report number - self explanatory
Date of report - self explanatory
MUCS number - Missouri Uniform Complaint/Summons number - the summons number for the DWI violation or for the probable cause summons if no DWI is issued. This is a required field
Time of initial contact - self explanatory
Time of accident - if an accident is involved enter the time; if not, enter N/A
Date/Time of arrest - self explanatory
County of arrest - enter Greene
Location of arrest - self explanatory
County or city ord./RSMo. - check whether the violation was written under city ordinance or state statute
Reason for initial contact - self explanatory
Full name/address/physical descriptors - self explanatory
License surrendered - check yes or no as is appropriate
Vehicle license/descriptors - self explanatory

Face to face observation information (breath, eyes, etc.) - check each description as is appropriate for all of the points of observation

Sobriety tests

Page 2

Miranda rights - read each line to the suspect and place a check mark in the box next to the line to indicate it was read to the suspect
Rights given at - check the appropriate location
Do you understand ... - check yes or no as is appropriate
Time/Date advised - self explanatory

Interviewer to complete - this section is to be completed if the violator waived their Miranda rights
Actual time/Day/Date/Interviewer's name - self explanatory

Interview - this section is composed of the interview questions and is completed by either checking the appropriate box or by entering the suspect's answers in the space provided. When entering responses, use the exact quotes of the suspect.

Page 3 - enter the ORI and report numbers in the spaces provided at the top of the page
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Field Reporting

Appendix 7, continued:

Implied consent - read each line to the suspect and place a check mark in the box when each line is completed
Did subject request attorney prior to test(s)? - check yes or no
Time subject asked for attorney - self explanatory
Name of person phoned for advise - self explanatory

Chemical test refusal - check this if the subject refused to take the test
Check type of instrument used - place a check mark in the box next to the appropriate name of the instrument used for the test and then check each step of the test as it is completed.

Certification of examination by operator - the operator information and test results. Each space is self explanatory

Page 4
Arrested person was observed driving/operating a motor vehicle by - self explanatory
State other facts ... - a narrative portion which should include the probable cause for the vehicle stop and the driver/operator's actions. If further space is needed, attach an incidental form as a supplemental.

Oath - this section includes the information on the arresting officer and the agency submitting the report. There is also a space for the signature of the arresting officer that must be signed in the presence of a notary public or other authorized person. Below the signature line is the section that must be completed by the notary. The final line is for the name of the supervisor or designee who reviewed and approved the report.
Notice of Suspension/Revocation - a state form completed as part of a DWI investigation when test results exceed 0.10%.
Name - self explanatory
License number - driver's license number
Date notice issued - the date this form is completed
Street, RFD, or box - city - state - zip code - complete address of the person being issued notice
Driver's license expiration date - self explanatory
Class - the classification of the driver's license
Endorsements - i.e. motorcycle qualified, etc. on the driver's license
Restrictions - i.e. outside mirrors, etc. on the driver's license

Temporary 15 Day Driving Permit Section
Valid license surrendered - check yes or no
Printed name of arresting officer - self explanatory
Name of police agency - self explanatory
Signature of person arrested - self explanatory
The remainder of the form is to be completed by the person who is arrested in the event they wish to request an administrative hearing.
Refusal to Submit to Alcohol/Drug Chemical Test - a state form to be completed in a DWI investigation when the subject refuses chemical testing. Instructions are on the form.

Name - the full name of the person who is refusing to submit to testing
Street, RFD, or box - City - State - Zip code - the full address of the person who is refusing to submit to testing
License number - the driver's license number
Date notice issued - self explanatory
Endorsements - i.e. motorcycle qualified, etc. on the driver's license
Restrictions - i.e. outside mirrors, etc. on the driver's license
Driver's license exp. date - the expiration date on the driver's license
Class - the classification of the license
Arrested person's signature - self explanatory

Temporary 15 Day Driving Permit Section
Valid license surrendered - check yes or no
Hit & Run Report - an internal report to assist the Leaving the Scene Investigator. It is a supplemental to the primary report.

Complainant/Victim information
Name, Address, Phone number (home) (work) - all self explanatory
(business name) - where complainant/victim is employed
Describe damage caused by suspect vehicle - self explanatory
Was evidence collected? - check yes or no as appropriate and then describe it
Was anyone injured? - check yes or no as appropriate and list the name(s)
Was medical treatment received? - check yes or no as appropriate
Is the complainant/victim willing to testify and prosecute? - check yes or no as is appropriate.
This is a required field.

Suspect information
Space is provided for suspect descriptors and information. All available information should be entered. All fields are self explanatory.

Suspect vehicle information
Space is provided for vehicle descriptors and a description of any possible damage to the suspect vehicle

Reverse side
Page 2 of - self explanatory
Item number - same report number as on front of form
A narrative space is provided to enter all other known facts, including a list of all witnesses names, addresses, and phone numbers. If further space is needed, then use an incidental report form.
Officer/citizen - DSN - the signature and DSN of the submitting officer or the citizen providing the information
Approved by - DSN - the signature and DSN of the supervisor reviewing and approving the report
Missing Person Report - a state report which is a primary report form. To be completed when the person in question is considered missing under the following classifications:

- A. Foul play suspected
- B. Walkaway from mental health/correctional facility
- C. Runaway juvenile
- D. Kidnapped by parent/other relative
- E. Physically/mentally disabled
- F. Past history of physical/sexual abuse
- G. Other (must specify)

The information is given to the MULES terminal operator who enters the person as missing in the MULES/NCIC systems.

Contributing agency - enter Springfield Police Dept.
Dept. code - leave blank for MULES operator
Complaint No. - report number
Page - page number
COGIS/GEO code - leave blank for MULES operator
UCR code - leave blank for MULES operator
Reference No. - leave blank for MULES operator
Processed by - leave blank for MULES operator

Classification

- Adult male
- Adult female
- Juvenile male
- Juvenile female

Check whether the missing person is Adult male, Adult female, Juvenile male, or Juvenile female.
Check one or more classifications as is appropriate (i.e. foul play suspected, etc.)

Date of report - self explanatory
Name of missing person - self explanatory
Aliases/nickname - for the missing person
Address - full address of the missing person
Race - select whichever is appropriate
Date of birth - date of birth of the missing person
Age, Height, Weight - self explanatory
Eye color - select one
Hair color - select one
Hair length - select one
Hair style - select one
Facial hair - select one
Complexion - select one
Teeth - select one
False teeth - select full or partial as is appropriate
Field Reporting

Vehicle - suspect or victim vehicle descriptors, if applicable

Last seen wearing -

Background information

Reverse side
Supplementary information -
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Appendix 12, continued:

**Disposition** - check the appropriate disposition and enter the date of disposition in the appropriate box
Reporting officer's signature - include DSN
Reviewing officer - signature and include DSN

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November 19, 1999
APPENDIX 13
Juvenile Report
Greene County
2-13-97

Juvenile Report - a supplemental form to be attached to copies of the applicable offense/incidental report for the admission of a juvenile to the Greene County Juvenile Detention Facility or other placement through their office.

Reason for custody - choose one
Officer's name - self explanatory
Incident No. - the report number
Dept. - enter SPD
Custody date - date of report
Time - time of report
Location - location the juvenile was taken into custody
Juvenile's name and descriptors - self explanatory
Scars, marks/tattoos/gang - any identifying marks and known gang affiliation
AKA - any aliases and/or nicknames
School - current school the juvenile attends
Grade - current grade in school
School dropout information - self explanatory
Father's name - Mother's name - Stepparent or guardian - all information blocks are self explanatory
Violation(s) committed by the juvenile - or reason for custody - list all information concerning any violations and any other pertinent information
Associates of juvenile - the names of other persons present or involved in the situation
Detained on the authority of - the name of the Juvenile officer who authorized the detention
Parent notified (time/date) - self explanatory
Person notifying parent - self explanatory
Released to - self explanatory
released time/date - self explanatory
Attach copies of any related reports.
APPENDIX 14
Crime Inquiry and Inspection Report/Authorization to Tow
State
2-13-97

Crime inquiry and inspection report/authorization to tow - a state mandated form to be completed in all custody tow situations and as the primary report for an abandoned vehicle.

Badge - enter the towing officer's DSN
Month-day-year - enter the date the vehicle is towed
Hours - enter the time of the tow report in military time
Color - color of the vehicle towed
Year - year of the vehicle towed
Make - make of the vehicle towed (i.e. Chev., Ford. etc.)
Model - model of the vehicle towed (i.e. Camaro, Mustang, etc.)
No. of arrests - if appropriate, the total number of persons arrested out of the vehicle
Related report numbers - enter our report number here
VIN - enter the vehicle identification number from the vehicle
Location of vehicle - the location from which the vehicle was towed
County code - leave blank
Year-state-plate number - the license plate information
Odometer reading - enter the mileage shown on the odometer (required by statute)
Reason for vehicle removal - check the appropriate reason for tow (if the vehicle is being towed for DWI forfeiture, write it in here)
Driver name/address - self explanatory
Registered owner/address - self explanatory
Recorded lienholder/address - obtained from DOR information
Computer inquiries/date - mark the computer checks made and the date the checks were made, this is required by statute
In running condition - check yes, no, or unknown as is appropriate
Est. vehicle value - enter only if it is a recovered stolen vehicle
If stolen, from what location/date -self explanatory
NCIC number - if a recovered stolen vehicle enter the NCIC number from the computer confirmation
SHP number - if a recovered stolen vehicle and was entered stolen in MO. then enter the SHP number from the computer confirmation
Local report number - if it is a stolen vehicle from our department enter the original report number here
Reporting agency - the name of the agency who entered the vehicle as stolen
Notified - check yes or no if the reporting agency has been notified of the recovery of the vehicle
Damage/defects - list all damage to the vehicle prior to towing
Appendix 14, continued:

Missing parts - list any parts missing from the vehicle prior to towing
Business removing: name-address telephone number - the information for the towing company which towed the vehicle
Place where vehicle will be stored - self explanatory
Date report filed - leave blank, for Records personnel use
Badge - leave blank, for Records personnel use
Troop - leave blank
Signature of owner or lessee ... - the signature of the person requesting the vehicle be towed from private property
Printed name of owner or lessee ... - printed name of the above signature
Signature of officer - signature of the officer towing the vehicle
Printed name of officer - the printed name of the above signature
Explanation - space for additional information, if a hold is to placed on the vehicle, enter that information here
Description of items in vehicle - the inventory of the vehicle's contents
Signature of tow operator - self explanatory
Printed name of tow operator - the printed name of the above signature
Date received - the date the tow operator takes possession of the vehicle
Signature of the releasing officer - self explanatory
Badge - the DSN of the person releasing the vehicle
The final three copies of the form are given to the tow operator and the top two copies are forwarded to records.
Criminal Case Report (Felony/misdemeanor) - a package of reports including a cover sheet, index, exhibits list, witness list, and a three part, self carboned form. To be completed in all felonies and state misdemeanors before forwarding a case to the county prosecutor's office. Note: Arrests for state misdemeanors by uniformed officers require completion of a criminal case report by the arresting officer to be included with the offense/incidental report.

**FELONY**

**Cover sheet**
A cover sheet is required for any case report that is completed
Complaint No. - the report number
Suspect name - self explanatory
Date case presented - the date the case report is completed and sent to the prosecutor's office
Victim's name - self explanatory
Case presented by - the name of the officer completing the case report
Prosecutor - leave blank, will be filled in at the prosecutor's office

**Index**
Place an "X" in the space next to each item attached to the case report being prepared. The forms denoted with an asterisk require submission of the original. A felony case report requires at a minimum the following items:
1. Cover sheet
2. Index
3. Criminal case report form
4. Case narrative
5. Witness list
6. Exhibits list
7. Copy of the offense report
8. Any other reports related to the case
9. Criminal history

**Criminal case report**
Box 1 - Type of case - check the appropriate box
Box 2 - Career criminal ? - check yes if the person is listed in NCIC as a career criminal or meets the Missouri State guidelines as a career criminal as described in the MO. handbook
Box 3 - Name of suspect - self explanatory
Box 4 - Address - suspect's address
Box 5 - P.A. case number - leave blank
Box 6 - P.D. number - enter the SPD identification number if known
Box 7 - F.B.I. number - can be obtained from the criminal history
SOG 401.6
Field Reporting

Appendix 15, continued:

Box 8 to 12 - self explanatory
Suspect has prior conviction(s) - can be determined through criminal history check, mark either N/A, unknown, or complete boxes 13 to 15 if the answer is yes
Box 16 - Offense presented - self explanatory
Box 17 - Location (address of occurrence) - self explanatory
Box 18 - Offense complaint number - the report number
Box 19 - Time offense occurred - the time and date the offense occurred, can be shown as a range of time
Box 20 to 23 - self explanatory
Box 24 - Violence ? - check the appropriate box
Box 25 - Armed during commission of crime - check yes or no, if yes enter the type of weapon
Box 26 - Is suspect in custody? - if yes, enter location of suspect
Box 27 - Armed at time of arrest? - check yes or no, if yes enter type of weapon
Box 28 - Booking no. - SPD booking number if appropriate
Box 29 - Time of arrest - date and time the suspect was arrested
Box 30 - Location arrested - self explanatory
Box 31 - Name of co-suspect(s) - enter names of other suspects in this case or check N/A
Box 32 - Date case presented - enter the date the case report was completed and forwarded to the prosecutor's office
Box 33 - Case prepared by - name and DSN of the officer completing the case report
Box 34 - Case presented by - name and DSN of the officer completing the case report
Box 35 to 42 - leave blank, will be completed by the reviewing prosecutor

Case report narrative
This is the typed, chronological synopsis of the entire investigation including information from other investigative reports, lab reports, etc.

Exhibits list
This is a typed listing of the name or description of each item of evidence. Include the location, means of identification, and all the names of persons having custody of the evidence. Attach a copy of the property submission report if appropriate and available.

Witness list
This is a typed listing to include the names and titles of all officers and of other persons having knowledge of the offense and what they can testify to if called as a witness.

MISDEMEANOR
A misdemeanor case report is completed in the same manner as described above and must include as a minimum the following:
1. Cover sheet
2. Index
3. Criminal case report
APPENDIX 16
Property Control Form
SPD 80-012
2-13-97

Property Control Form - a two part, self carboned form to be used when releasing property or vehicles to individuals in the field.

SPD case no. - the report number
Release date - self explanatory
Vehicle section - vehicle descriptors are all self explanatory
Towed from - location vehicle was towed from
Towed to - the towing company
Log no. - leave blank
Reason - the reason the vehicle was towed
Property description - number each item individually, list the quantity, and provide a description of the article
Release
Released to - have the person receiving the property sign on the first line and on the lines below print the name and full address
Releasing officer/DSN - self explanatory
Court - check the appropriate court for routing
Prosecutor - enter the prosecutor office and/or name for routing
SOG 401.6
Field Reporting

APPENDIX 17
DWI-Related Vehicle Forfeiture Form
94-OP-0115
2-13-97

**DWI-Related Vehicle Forfeiture Form** - to be completed as a result of any probable cause vehicle stop and one of the following exists:

- Date - date of report
- Item # - the report number
- Time - time of report
- Location - location of vehicle stop
- Reason for stop - self explanatory
- Suspect driver - self explanatory
- DOB - date of birth of suspect driver
- Suspect address - self explanatory
- Vehicle - year, make, and model of suspect vehicle
- License - license number on the suspect vehicle
- State - state of issue of the license
- Year - year of issue of the license
- VIN - vehicle identification number on the suspect vehicle
- DOR info - listed owner(s) from the Department of Revenue
- License on vehicle checks to vehicle's VIN - check yes or no
- Lien holder - any lien holder listed in the DOR check
- Co-owner(s) in vehicle - check yes or no (if yes then list the co-owner's name)
- Property removed from vehicle by co-owner - if yes then list items removed
- Officer's name/DSN - self explanatory
- Police report no. - self explanatory
APPENDIX 18
Request for Recoupment of Funds (Standard)
2-13-97

Request for Recoupment of Funds (standard) - a form that is part of a DWI investigation which is sent to the Municipal Court for consideration in proceedings. The standard form is yellow.

Date - date of arrest
1. Defendant - full name of person arrested
2. Complaint # - report number
3. Address - full address of the person arrested
4. Date of birth - date of birth of the person arrested
5. Driver's license # - the driver's license number of the person arrested
6. Rank - self explanatory
7. Officer(s) - enter the name of officers involved with the investigation
8. DSN - enter the corresponding DSN of the officers listed in column 7
9. Investigating
10. Cost
11. Subtotal - spaces are already filled in except for corporal and other.
    If necessary, enter these amounts.
12. Breathtesting instrument - already filled in
13. Laboratory test - space available for both in-house or other. The amounts are listed.
14. Detention cost - already filled in
15. Total cost - a total has been entered but would need to be adjusted if further entries are made.
16. Certifying officer - self explanatory
17. Date - self explanatory
Investigative Criminal Activities Database - an internal form to provide confidential information on known or suspected criminals to Crime Analysis for compilation and use by members of this department only.

Section A. - for Crime Analysis use only, leave blank
Section B. - File Data
  Source - check one
  Dissemination - check or enter who the information should be made available to
  Evaluation - source/information - self explanatory
Section C. - Biographic Data
  Name - self explanatory
  AKA - any aliases and/or nicknames
  Address - full address
  SSN - self explanatory
  Physical descriptors (race to distinguishing features) - self explanatory
  Violent history/potential - any information as to past incidents of violence or of any indications at the time of contact that would lead the officer to believe that the individual could potentially be violent
  Weapons - any information concerning weapons on the person at the time of contact or knowledge of weapons used in the past
  Employment/school - self explanatory
  SPD # - obtained from the Records Section
  FBI # - listed on the Criminal History check
  Photos - check yes or no if photographs are available for the subject
  Associates - list the names and other available information on any other person with the subject at the time of contact or those persons known to regularly associate with the subject
  Hangouts - locations known to be regularly frequented by the subject
  Vehicles - space for up to three vehicle descriptions, self explanatory
Sexual Assault Questionnaire - an internal form to be used when investigating any sexual assault. It is a four (4) page fill-in-the-blank style form.

**Complaint No.** - the report number

- **Victim personal information**
  - Own vehicle - enter yes or no
  - Use another's vehicle - enter yes or no
  - Make - Model - Year - Color - self explanatory
  - Use any other transportation - enter yes or no, if yes then describe
  - How often - self explanatory
  - Employed - enter yes or no
  - Where - How long - Work schedule - self explanatory
  - School - enter yes or no
  - Where - name and address of school
  - How long - length of time in attendance at current school
  - Education level - self explanatory
  - Class schedule
  - School activities - i.e. clubs, band, sports, etc.
  - Routine activities - i.e. health club, jogging, hobbies, etc.

**Incident location**
- Describe surroundings where assault took place - self explanatory
- Was victim alone, ... - self explanatory

**Clothing worn at time of assault** - describe in detail and whether or not it is available as evidence

**Assault - Physical action of suspect**
- Describe days activities & those immediately before assault - describe in detail any activities of the victim for the entire day up to the time of the assault

The remainder of this section is self explanatory

**Physical description of suspect detailed**
- All blanks in this section are self explanatory
Witness Statement - an internal form that allows a witness or suspect the availability to provide a handwritten statement which then becomes an attachment to the primary report.

Item No. - the report number the statement is to accompany
Statement of - the name of the individual providing the statement
Age - the age of the person providing the statement
Of - the full address of the individual providing the statement
Date - the date the statement is being provided
in the presence of - person(s) receiving the statement
The blank area is the portion where the individual hand writes his/her information. Any corrections made while reviewing the statement should be initialed by the person providing the statement
Witnesses - the signature of person(s) witnessing the signature of the person providing the statement
Signed - the signature of the person providing the statement
Date/Time - the date and time the statement was signed
**APPENDIX 22**

**Consent to Search**

**Residence:** 94-IN-0195  
**Business:** 94-IN-0196  
2-13-97

**Consent to Search** - an internal form to document an individual giving consent to perform a search of property. It is a fill-in-the-blank type form.

Date - current date  
Location - address or location where the search is to be conducted  
(I)(we) - name of individual consenting to the search  
hereby authorize - name of officer(s) to conduct the search  
officers of the - enter Springfield Police Department  
search of (my)(our) - enter what is to be searched (i.e. car, house, etc.)  
located at - the legal and/or physical description where the search is to be conducted  
This written permission is being given voluntarily and without threats or promises of any kind -  
on the lines below this phrase have the individual authorizing the search to first print then sign  
his/her name  
Witnesses - the signatures of person(s) witnessing the signature of the person authorizing the search. This may be the officer(s) who are authorized to conduct the search.
Dept. of Mental Health Application for Admission, Treatment, & Rehabilitation - a Missouri Department of Mental Health form which consists of three parts: the application, a witness list, and an affidavit. There is one form for admission to a mental health facility and one for admission into an alcohol or drug abuse facility. Both use the same affidavit form and the application and witness lists are very similar. It is used for involuntary commitments for persons needing immediate treatment at a mental health or substance abuse facility. The application and the affidavit must be notarized.

Application (Alcohol or Drug Abuse Facility)
To - the name of the facility where application is being made
The applicant is a - enter Police Officer
...has reason to believe that the respondent - enter the name of the person to be admitted
age - self explanatory
who resides at - the full address of the person to be admitted
1. The facts that support ... is an alcohol or drug abuser are - self explanatory
2. The facts that support ... an imminent likelihood of serious physical harm are - self explanatory
Wherefore, the applicant requests the alcohol or drug abuse facility to admit - enter the name of the person to be admitted
Applicant - the signature and DSN of the officer making the application
Date - date of application
Address/telephone - use the address and telephone number of police headquarters
Notary Public - leave blank, for use of the notary only

Witness list
No. - leave blank
In the Circuit Court of - enter Greene
In the matter of - enter the name of the person to be admitted
To: Attorney for respondent - if unknown, leave blank
Name - Address - Telephone - list any witnesses, including officers
Applicant/petitioner - the signature of the officer requesting admission
Title - enter police officer
Address - Telephone number - use the address and telephone number of police headquarters

Affidavit
In the matter of - enter the name of the person to be admitted
___Hereby affirms - enter the name of the officer or person providing the affidavit
The space provided is to enter whatever facts have led to the belief that the individual named as respondent is in need of immediate treatment
Name - the signature of the person providing the affidavit
Address - telephone number - if for an officer, use the address and telephone number of police headquarters
The remaining portion is use only of the notary public

Application (Mental Health Facility)
The information is the same as the preceding application form with the exception of:
1. The facts that support the applicant's belief that the respondent is mentally disordered are: - self explanatory

Witness list
The information is the same as the preceding witness list with the exception of the addition of a space to enter the name of the facility where application is being made
Request for Driver's License Re-Examination - a form letter prepared by our department to be sent to the Director of Revenue in those cases where an officer believes an individual may be physically or mentally unfit to operate a motor vehicle.

Name, address, date of birth - self explanatory
License number - driver's license number of the subject
Details listed below - attached to the form are two pages of instructions which detail what is an acceptable basis for requesting the re-examination. Also listed are unacceptable reasons for requesting re-examination and an example of an acceptable request.
APPENDIX 25
Failure to Produce Proof of Financial Responsibility
94-OP-0110
2-13-97

Failure to Produce Proof of Financial Responsibility - a half-sheet fill-in-the-blank form used when a motorist fails to provide proof of insurance on a traffic stop but a summons is not issued.

Reason for stop: - the probable cause reason for the traffic stop
Offense date: - current date
Time: - the actual time of the traffic stop
Location: - location of the traffic stop
County: - Greene County
Driver: - driver's full name
Address: - driver's full address including zip code
Date of birth: - driver's date of birth
Dr. license #: - the driver's license number of the vehicle operator
Vehicle: - vehicle owner's name
Address: - vehicle owner's full address including zip code
VIN #: - vehicle identification number
Year and make: - year and make of the vehicle
Plate number: - vehicle license number
Officer's signature: - name of officer submitting information, include DSN
Victim/Witness Referral Information - a three by five inch form provided by officers to victims or witnesses listing phone numbers they may need to call for follow-up information, the complaint number, and the investigating officer's name.
Complaint No. - the report number of the incident being investigated
Date & Time of Incident - self explanatory
Check the section/agency the victim or witness is being referred to (i.e. Crimes against persons, City Prosecutor, etc.)
Other - a space to enter the name of an agency or individual not listed on the form and the appropriate phone number
Officer/DSN - the name of the officer providing the information
**APPENDIX 27**

**State Report Information**

94-OP-0227  
2-13-97

**State Report Information** - a three by five inch form provided by officers to persons involved in a traffic accident to allow for the exchange of driver's information. These are not actually completed by the officers but should contain the following information:

- **Driver** - driver's name
- **Address** - driver's address
- **Birth date** - driver's birth date
- **Owner** - vehicle owner's name
- **Address** - owner's address
- **Auto information** - year, make, and model of the vehicle
- **Auto license** - license number on the vehicle
- **Year** - year of issue for the license
- **State** - state of issue for the license
- **Drivers license number** - self explanatory
- **Insurance Co.** - name of the insurance provider
- **Telephone** - telephone number of the driver
- **Date** - date of the accident
- **Time** - time the accident occurred
- **Location** - location where the accident occurred
Field Information Report (FIR) - an internal form for officers to record information on suspicious persons or known offenders. The FIR is forwarded to Crime Analysis after a supervisor initials it by placing it in the locked box in the report writing room.

Date - date of contact
Time - time of contact
FIR # - for Crime Analysis use only, leave blank
Stopped at - location of the contact
Beat - patrol beat number where contact occurred
Subject #1, #2, #3 - information for the persons contacted, all blanks are self explanatory
reverse side
SPD Booking Card - a internal half sheet form to provide information on persons arrested to assist the jail in the booking process.

Subject arrested - self explanatory
DOB - subject's date of birth
Item # - report number of related report
Date - date of report
Time arrested - self explanatory
Location of arrest - self explanatory
Felony - Misdemeanor - Detention - check whether the person is being arrested for a felony, misdemeanor, or is being detained for intoxication
Charge(s) & warrant info - the actual charge and/or warrant number the person has been arrested for
NCIC - MULES - County - Local - check which wanted checks have been made
APPENDIX 30
Action Request Form
SPD 83-012
2-13-97

Action Request Form - an internal, self-carboned form used to provide information of problems at specific locations to officers and/or other agencies. May be initiated at the request of a citizen or a department member.

Date - the date the information was received
Time - the time the information was received
Reported to - the name of the person receiving the information
Beat - the patrol beat where the situation is occurring
Complainant - the name of the person providing the information
Address - address where the special action is requested
Date to start/cancel - self explanatory
Nature of complaint - why the special action is being requested
Route to - check the appropriate box (es), for SPD enter the specific section or unit, for routed to other department or agency enter the specific department or agency
Action taken by SPD - self explanatory
Date of disposition - self explanatory
Department Supervisor approving action - name of supervisor who approved the action taken
Victim/Witness Assistance

I  Policy

Employees of this department shall exhibit sensitivity, compassion, and professional concern for the needs and welfare of all crime victims and witnesses. Missouri law dictates additional action from the Police Department where dangerous felonies occur. Employees shall comply with these additional State provisions affecting victim and witness rights and shall be aggressive in providing those services. For those services not offered directly by the Police Department, employees shall refer and assist victims in securing assistance from other public and private agencies. Victims are our "first customers".

II  Definitions

Victim - A person, other than the perpetrator or accomplice, who suffers direct or threatened physical, emotional, or financial harm as a result of the commission or attempted commission of a crime. The term "victim" also includes the family members of a minor, incompetent person, or homicide victim.

Witness - A person, other than a perpetrator, accomplice, or persons' employed in the administration of criminal justice, who has information or evidence relevant to the investigation of a crime.
Dangerous Felony Victims - Felonies of arson in the first degree, assault in the first degree, forcible rape, forcible sodomy, kidnapping, murder in the second degree, and robbery in the first degree. Missouri Revised Statues RSMo 556.061.

III Procedures

1 RIGHTS OF VICTIMS AND WITNESSES (55.1.1)

It is in the best interest of law enforcement to positively interact with the victim/witness since no other component of the criminal justice system can effectively duplicate this opportunity. We are absolutely dependant upon the aid of the victim/witness to help hold the criminal accountable. A cooperative victim/witness will raise the probability of conviction. In return, the victim/witness regardless of the seriousness, or violation deserves service, support and fair treatment.

Police Department employees in Missouri have an affirmative duty by law to inform the victims of "dangerous felonies" of their lawful rights when victimization is the result of First degree arson, First degree assault, First degree murder, second degree murder, forcible rape, forcible sodomy, kidnapping and first degree robbery, first degree burglary, BUT NOT second degree burglary.

Police employees shall cooperate with prosecuting attorneys, other law enforcement agencies, local social service agencies and the courts to afford victims the rights and services provided by law. Direct assistance to victims and witnesses shall include:

1.1 providing them with information about status of any case concerning a crime against the victim, including those committed by juvenile suspects,
1.2 providing them with information concerning victim compensation assistance,
1.3 assisting the victim in documenting losses,
1.4 providing the victim (or their representative) with a complete, unaltered, unedited investigation report concerning traffic accidents, as permitted by law,
1.5 providing information on how to secure emergency crisis intervention services,
1.6 notification of release on bond of criminal suspect(s),
1.7 notification within 24 hours of the escape of such criminal suspect from the Detention Unit and subsequent recapture,
1.8 in cases where charges have been filed or the case is pending review in the Prosecutor's office, providing reasonable protection from the criminal suspect (or others assisting him/her) from harm or threats of harm arising from the victim's cooperation with law enforcement,
1.9 when no longer needed as evidence upon request of the victims, the return of property taken as evidence and return of such property within five working days unless it is contraband or subject to forfeiture; or provide a written explanation of the reason why it is not returned.

1.10 providing a complete, unaltered and unedited incident report for purposes of investigation of any civil claim for defense.

2 GENERAL RESPONSIBILITIES

2.1 The Uniform Operations Division will provide information on the victim/witness program to all employees through interoffice correspondence on an annual basis. The Chief of Police or designee will maintain membership in the Missouri Victim's Assistance Network to establish a liaison with victim/witness service agencies.

2.2 The Commander assigned to the Uniform Operations Division will be responsible for development of appropriate public service announcements regarding victim/witness services and the publication of "Victim/Witness Information" brochure (SPD # 97-IN-0260).

2.2.1 The telephone number of the Greene County Prosecutor's Victim/Witness Assistance Office will be used as the reference for those victims wishing to file for State-funded crime compensation.

2.3 Refer to SOG 302.4, Social Service Diversion for other general information concerning victim/witness assistance programs. Provide reasonable assistance to victims/witnesses, refer victims/witnesses or answer questions as may be reasonable.

2.3.1 Employees will provide victims/witnesses a copy of "Victim/Witness Information" brochure (SPD # 97-IN-0260)

2.3.2 It will be the responsibility of victims/witnesses to request or seek assistance, if desired, after the available services are made known to them.

3 VICTIM/WITNESS ASSISTANCE SERVICES (55.1.2)

The Commander responsible for the Research and Development Unit will ensure completion of an analysis of victim/witness assistance needs and available services within the agency's service area at least every two years or has access to a current analysis.

4 DELIVERY OF SERVICES TO VICTIM/WITNESSES BY POLICE DEPARTMENT (55.1.3)

A victim or witness may serve a written request to any member of this department requesting to be informed by this agency of the following during such time the subject is in our custody:
4.1 Projected date of person's release.
4.2 Any release on bond or any other release.
4.3 Within 24-hours of any escape from our facility.
4.4 Notification within 30 days of the death of such person.
4.5 Reasonable protection from the subject or person acting on behalf of the subject.
4.6 When a victim's property is no longer needed for evidentiary reasons.
4.7 Any member who is served a written request by any victim/witness shall have the Victim/Witness Form completed. Written notification includes adult arrest and juvenile custody.

5 CONFIDENTIALITY OF VICTIM/WITNESS IDENTITIES (55.1.3)
5.1 Records and files of victims/witnesses are open records under the Missouri Sunshine Law, EXCEPT cases involving sexual assault or when a crime victim has specifically requested confidentiality. In sexual assault cases, the identities of the victims and witnesses and their role in case shall remain protected information. In cases where the victim has requested confidentiality, the name shall not released until formal filing of charges against the suspect has occurred. (566.160, 610.100 RSMo)

6 PUBLIC INFORMATION: VICTIM/WITNESS SERVICES (55.1.3)
6.1 The Uniform Operations Division and Criminal Investigations Division Commanders working in concert with the Media Relations Officer shall maintain an informative publication of crime victims rights and assistance services and the Media Relations Officer will annually inform the public and media of those services.
6.2 Elements of the plan should make effective use of both print and broadcast media.

7 INTERACTION WITH OTHER VICTIM/WITNESS SERVICE AGENCIES (55.1.3)
7.1 Victim/Witness Rights and Services (see attached RSMo 1993, 595-209). Refer the victim/witness to the Prosecuting Attorney Victim/Witness Assistance Service office for assistance regarding:
7.1.1 Court appearance/cancellation notification services.
7.1.2 Collection of witness fees.
7.1.3 Escort and other transportation services, if available.
7.1.4 Case process notification.
7.1.5 Employer intercession.
7.1.6 Expedited return of property.
7.1.7 Personal protection requiring Missouri Witness Protection Program.
SOG 401.7
Victim/Witness Assistance

7.1.8 Family support services including child and dependent case.
7.1.9 Waiting facilities during trial and other court proceedings.
7.1.10 Notification when a defendant is released or escapes from custody.

7.2 Crime Victim Compensation

7.2.1 Chapter 595 RSMo provides compensation to certain victims. The Greene County Prosecutor's Victim/Witness Service Office will assist in filing a claim with the Division of Workers Compensation (Crime Victim's Compensation). The Prosecutor's Victim/Witness Assistance/Service Office has the Crime Victim's Compensation Form and will provide crime victims assistance in completing the form. Those eligible for compensation include:
7.2.1(a) a victim of a crime.
7.2.1(b) in the case of death of a victim as a direct result of a crime.
   - a dependent of the victim
   - any member of the family who legally assumes the obligation or who pays the medical or burial expenses incurred.

8 VICTIM ASSISTANCE DURING PRELIMINARY INVESTIGATIONS (55.2.1)

8.1 This department will serve as a single point of contact for information concerning the availability of victim/witness services. The directory of victim/witness resources will be available, on a 24-hour basis, at the Tel/Com desk to provide resource information to victims/witnesses.
8.1.1 Nonemergency requests received by communications personnel will be referred to the proper agency or the Police Department, phone 864-1810.
8.1.2 When an emergency request is received by the Emergency Communications Department, an employee will talk with the victim/witness to provide immediate assistance and referral, if required.
8.1.3 Information will be available to inform the victim/witness of services provided by this or other agencies, including:
   8.1.3(a) Counseling
   8.1.3(b) Medical attention
   8.1.3(c) Victim compensation programs
   8.1.3(d) Emergency financial assistance
   8.1.3(e) Victim advocacy and support groups

8.2 Crime Victims Notification
The first officer to arrive on the scene of a "dangerous felony" is the initial source of protection for the victim. The manner in which the officer treats the...
victim can affect the victim's immediate and long-term ability to cope with the crime and be a good cooperative witness.

8.2.1 Preliminary investigating officers will:

8.2.1(a) Provide case number and case status information (Open or Suspended) at scene.

8.2.1(b) Provide victim(s) with "Victim/Witness Information" brochure (SPD # 97-IN-0260) including information about financial assistance available through the Crime Victims Compensation Fund.

8.2.1(c) The arresting officer will provide a copy of the victim/witness information added to the SPD Booking Card (94-SP-0174) to the jail. This will be done before booking and it will include necessary information for victim or witness contact.

8.2.1(d) Clearly document all victim services rendered in Offense Report.

8.2.2 Detention Officers shall:

8.2.2(a) Notify victim(s) of release on bond, escape, and recapture as documented on the Offense Report.

8.2.2(b) Record notification date, time, and notifying officer name on the Crime Victims Bill of Rights Notification Record. If unable to contact, record the attempt.

8.2.2(c) Upon escape from City Jail, recapture, or release on bond, if detention staff is unable to telephone the victim, they will request notification by dispatch of a Patrol unit. Officers shall advise Detention personnel whether or not contact is made. Detention Officers will then document if notification was successful or not, name of notifying employee and date and time of that notification.

8.2.2(d) Provide the SPD Booking Card to receiving County jail staff upon transfer of a prisoner.

9 VICTIM ASSISTANCE DURING CRIMINAL INVESTIGATION FOLLOW-UP

(55.2.4) (55.2.5)

Follow-up investigation is another opportunity to assist the victim/witness. The way they are treated can have an immediate and lasting effect on our ability to prosecute and convict criminals.

9.1 The employee conducting the follow-up investigation (if any) will make an effort to recontact the victim/witness within a reasonable period of time upon initiation of the follow-up investigation to advise the status of the case and to
provide the prosecuting attorney's telephone number. If written request for crime victim services is made, the CIS Commander will forward it to the appropriate investigator for follow-up if assigned:

9.1.1 During follow-up investigation and/or after an arrest is made, the investigating officer will cooperate with the prosecuting attorney and may assist in ensuring that victims/witnesses are kept informed of the progress of the case and are rendered basic services to include:

9.1.1(a) Making a good faith effort to recontact the victim/witness within a reasonable period of time of the initiation of a follow-up investigation, if any, when the impact of the crime was of a severe nature, such as a homicide, rape, assault involving serious injury or robbery to determine if needs are being met.

9.1.1(b) Providing information concerning procedures involving prosecution of the case and the victim’s role in those procedures.

9.1.1(c) The prompt return of seized personal property not needed as evidence, as provided in Section 1.9, above.

9.1.1(d) Scheduling lineups, follow-up interviews, and required appearances at the convenience of the victim/witness, when practicable. If necessary, investigators may provide transportation for the victim/witness.

9.1.1(e) If feasible, referring the victim for victim advocacy services to the appropriate support organization.

9.1.1(f) Notification of arrests made relating to the case and the arrestee’s custody status as required in RSMo 595-209.

9.1.2 Upon arrest for a dangerous felony, except for burglary in the second degree, the Victim/Witness Notification form will be completed.

9.1.2(a) The Victim/Witness Notification Form (SPD #IN-0207) will be attached to the subject's case file folder in C.I.S.

• Should the subject be released from our custody, the releasing officer (Police or Detention) shall make an attempt to notify the victim.

• Should the subject be transferred to another agency it shall be noted on the Jail Booking Form which is a permanent record.

9.1.3 When an arrest is made for a dangerous felony, except for burglary in the second degree, and the subject is released from our custody on
bond or for any other reason, attempts will be made to notify the victim.

10 VICTIM/WITNESS PROTECTIVE SERVICES (55.2.2) (55.2.3b)

10.1 When evidence suggests that attempts have been or may be made to intimidate or otherwise dissuade witnesses of crime victims from testifying, in violation of Section 575.270 RSMo, investigating officers will inform the victims/witnesses of their right to petition the court under the authority of Section 491-600 RSMo for a protection order. This agency shall provide appropriate assistance to victims/witnesses who have been threatened. Assistance is determined on a case by case basis, and can range from placing a victim in protective custody, to offering a frightened witness words of encouragement. If resources are available, the assistance should be commensurate with the danger faced by the individual.

10.1.1 In those cases where evidence suggests that the safety or life of a victim/witness may be endangered, a request may be made by a victim/witness or department members through the appropriate prosecuting attorney for necessary financial or other assistance available from the Department of Public Safety to provide protection in accordance with Section 491.640, RSMo.

10.1.2 Department members learning of possible threats to the safety of victims or witnesses living in another jurisdiction will notify the responsible agency of the threat and request assistance be provided them concerning witness notification and protection.

10.1.3 This department will, when reasonable, cooperate with other police or public service agencies in assisting with victim/witness protection.

11 NEXT-OF-KIN EMERGENCY NOTIFICATIONS

11.1 The department, at times, must notify next-of-kin as part of operational procedures, or called upon by citizens and other agencies to inform citizens of the death, serious injury, or serious illness of a family member. Notifications present a difficult situation for both the next-of-kin and the assigned officer. The Department will quickly and compassionately honor these requests and notify relatives of victims who reside within Springfield, Missouri.

11.2 Emergency messages will only be accepted for delivery in the following emergency situations: (81.2.11)

11.2.1 Death

11.2.2 Serious injury or illness

11.3 Request for delivery of an emergency message will be accepted only when the person requesting assistance is clearly unable to deliver the message through other means.
11.4 Death notifications will be made in person. The officer should request a Police Chaplain to accompany him/her on the notification. However, in the absence of a chaplain the assigned officer will make the notification. Request for notification regarding serious injury or serious illness will be honored only when it becomes clear that the person making such a request is unable to deliver the message through other means. Officers will determine what, if any additional assistance is necessary on a case by case basis.

11.4.1 If it is known that the person to be notified lives alone, a neighbor or close friend (if known), should be contacted prior to the notification. The officer making notification should be reassuring, understanding and offer assistance whenever possible.

11.4.2 The notifying police officer may assist, upon request by the notified person, to have a friend, neighbor or family member present or immediately available before leaving the notified party.

11.4.3 Unless specifically stated in a citizen’s request, juveniles will not be given a death message when the parents are not immediately available. They will be advised to have a parent contact the department.

11.4.4 In cases where numerous attempts are unsuccessful to locate the requested individual, a note addressed to the person can be secured near an entrance requesting them to contact the Department by phone as soon as possible. The information regarding the notification itself will not be written on the note.

12 ASSISTANCE TO EMPLOYEES AND THEIR FAMILIES (55.2.6)

12.1 The commander of an employee killed or seriously injured in the line of duty will ensure that the family of the employee is notified in a timely, personal manner, and that the family is properly supported by this department at the hospital and/or funeral and subsequent services. This department will offer to assign an officer or civilian employee of the family’s preference (if any) to assist the family as needed. Commanders will also ensure the family is afforded support from this department during any related criminal proceedings and that long term contact is maintained with the family to stay informed of their needs.

12.2 This department will aid employees and/or their family in case of illness, injury, or death by:

12.2.1 Assisting with the filing of appropriate claims for medical and life insurance benefits or group policies, policies provided by the department, city, state, or federal government.

12.2.1(a) Providing information concerning financial matters such as salary due the employee at the time of death, including tabulating vacation, holidays, and compensatory time accumulated.
12.2.1(b) Providing other services as determined by the Chief of Police.

12.2.2 The City Human Resources Department will be contacted on behalf of the family members and may coordinate assistance provided by this department with the family.

IV Attachments

1 Applicable Law
1.1 Constitution of the State of Missouri, Article I, Section 32, Crime Victim's Rights
1.2 595.200 RSMo, Definitions
1.3 595.212 RSMo, Prosecuting attorneys to maintain program to afford rights to victims and witnesses-funding and approval of agency programs.
1.4 595.215 RSMo, Duty of cooperation of prosecutor, law enforcement and social service agencies.
1.5 595.209 RSMo, Rights of victims and witnesses - written notifications - requirements.
Crime victims' rights.
Section 32. 1. Crime victims, as defined by law, shall have the following rights, as defined by law:
(1) The right to be present at all criminal justice proceedings at which the defendant has such right, including juvenile proceedings where the offense would have been a felony if committed by an adult;
(2) Upon request of the victim, the right to be informed of and heard at guilty pleas, bail hearings, sentencings, probation revocation hearings, and parole hearings, unless in the determination of the court the interests of justice require otherwise;
(3) The right to be informed of trials and preliminary hearings;
(4) The right to restitution, which shall be enforceable in the same manner as any other civil cause of action, or as otherwise provided by law;
(5) The right to the speedy disposition and appellate review of their cases, provided that nothing in this subdivision shall prevent the defendant from having sufficient time to prepare his defense;
(6) The right to reasonable protection from the defendant or any person acting on behalf of the defendant;
(7) The right to information concerning the escape of an accused from custody or confinement, the defendant's release and scheduling of the defendant's release from incarceration; and
(8) The right to information about how the criminal justice system works, the rights and the availability of services, and upon request of the victim the right to information about the crime.
2. Notwithstanding section 20 of article I of this Constitution, upon a showing that the defendant poses a danger to a crime victim, the community, or any other person, the court may deny bail or may impose special conditions which the defendant and surety must guarantee.
3. Nothing in this section shall be construed as creating a cause of action for money damages against the state, a county, a municipality, or any of the agencies, instrumentalities, or employees provided that the General Assembly may, by statutory enactment, reverse, modify, or supercede any judicial decision or rule arising from any cause of action brought pursuant to this section.
4. Nothing in this section shall be construed to authorize a court to set aside or to void a finding of guilt, or an acceptance of a plea of guilty in any criminal case.
5. The general assembly shall have power to enforce this section by appropriate legislation.

(Adopted November 3, 1992.)

CROSS REFERENCE: Bail to be allowed, when, Const. Art. I Sec. 20
Definitions.
595.200. The following words as used in sections 595.200 to 595.215 shall have the following meanings, unless the context otherwise requires:

1. "Crime", an act which would constitute a violation of any criminal statute including any act which may result in an adjudication of delinquency;

2. "Custodial authority", the chief administrative officer or official in charge of a municipal detention facility, a county jail, a correctional facility operated by the department of corrections, a mental health facility or the division of youth services or any agency thereof;

3. "Disposition", the sentencing or determination of penalty or punishment to be imposed upon a person convicted of a crime or found delinquent or against whom a finding of sufficient facts for conviction or finding of delinquency is made;

4. "Family member", a spouse, child, sibling, parent, grandparent or legal guardian of a victim;

5. "Restitution", money or services which a court orders a defendant to pay or render to a victim as part of the disposition;

6. "Victim", a natural person who suffers direct or threatened physical, emotional or financial harm as the result of the commission or attempted commission of a crime. The term "victim" also includes the family members of a minor, incompetent or a homicide victim;

7. "Witness", any person who has been or is expected to be summoned to testify for the prosecution whether or not any action or proceeding has yet been commenced. The term "witness" shall include persons employed in the administration of criminal justice who are testifying in the course of their employment, except that such persons shall not be entitled to any witness fees.

Prosecuting attorneys to maintain program to afford rights to victims and witnesses--funding and approval of agency programs.

595.212. 1. Each prosecuting attorney shall create and maintain, but not be limited to, a program to afford victims and witnesses of crimes the rights and services described in sections 595.200 to 595.215.

2. State funding shall be only for rights and services actually afforded victims and witnesses of crimes as set forth in sections 595.200 to 595.215. State and local government agencies which seek state funding shall have an operating victims' services program before said agency seeks state funding. The attorney general's office through the Missouri office of prosecution services utilizing existing staff and volunteers shall approve agency programs before such agency seeks state funding. Said approved programs shall be funded by the general assembly within the limits of funds appropriated for such purposes.

Duty of cooperation for prosecutor, law enforcement and social service agencies.

595.215. The prosecuting attorney, local law enforcement agencies, local social services agencies, and court shall cooperate to afford victims and witnesses of crimes the rights and services described in sections 595.200 to 595.215.

(L. 1986 H.B. 873 & 874 § 17)
Rights of victims and witnesses--written notification, requirements.

595.209. 1. The following rights shall automatically be afforded to victims of dangerous felonies, as defined in section 556.061, RSMo, victims of murder in the first degree, as defined in section 565.020, RSMo, victims of voluntary manslaughter, as defined in section 565.023, RSMo, and victims of an attempt to commit one of the preceding crimes, as defined in section 564.011, RSMo; and, upon written request, the following rights shall be afforded to victims of all other crimes and witnesses of crimes:

(1) For victims, the right to be present at all criminal justice proceedings at which the defendant has such right, including juvenile proceedings where the offense would have been a felony if committed by an adult;

(2) For victims, the right to information about the crime, as provided for in subdivision (5) of this subsection;

(3) For victims and witnesses, to be informed, in a timely manner, by the prosecutor's office of the filing of charges, preliminary hearing dates, trial dates, continuances and the final disposition of the case. Final disposition information shall be provided within five days;

(4) For victims, the right to confer with and to be informed by the prosecutor regarding bail hearings, guilty pleas, pleas under chapter 552, RSMo, or its successors, hearings, sentencing and probation revocation hearings and the right to be heard at such hearings, including juvenile proceedings, unless in the determination of the court the interests of justice require otherwise;

(5) The right to be informed by local law enforcement agencies, the appropriate juvenile authorities or the custodial authority of the following:

(a) The status of any case concerning a crime against the victim, including juvenile offenses;
(b) The right to be informed by local law enforcement agencies or the appropriate juvenile authorities, of the availability of victim compensation assistance, assistance in obtaining documentation of the victim's losses, including, but not limited to and subject to existing law concerning protected information or closed records, access to copies of complete, unaltered, unedited investigation reports of motor vehicle, pedestrian, and other similar accidents upon request to the appropriate law enforcement agency by the victim or the victim's representative, and emergency crisis intervention services available in the community;
(c) Any release of such person on bond or for any other reason;
(d) Within twenty-four hours, any escape by such person from a municipal detention facility, county jail, a correctional facility operated by the department of corrections, mental health facility, or the division of youth services or any agency thereof, and any subsequent recapture of such person;
(6) For victims, the right to be informed by appropriate juvenile authorities of probation revocation hearings initiated by the juvenile authority and the right to be heard at such hearings or to offer a written statement, video or audio tape in lieu of a personal appearance, the right to be informed by the board of probation and parole of probation revocation hearings initiated by the board and of parole hearings, the right to be present at each and every phase of parole hearings and the right to be heard at probation revocation and parole hearings or to offer a written statement, video or audio tape in lieu of a personal appearance, and the right to be informed by the custodial mental health facility or agency thereof of any hearings for the release of a person committed pursuant to the provisions of chapter 552, RSMo, the right to be present at such hearings, the right to be heard at such hearings or to offer a written statement, video or audio tape in lieu of personal appearance;

(7) For victims and witnesses, upon their written request, the right to be informed by the appropriate custodial authority, including any municipal detention facility, juvenile detention facility, county jail, correctional facility operated by the department of corrections, mental health facility, division of youth services or agency thereof if the offense would have been a felony if committed by an adult, postconviction or commitment pursuant to the provisions of chapter 552, RSMo, of the following:

(a) The projected date of such person's release from confinement;
(b) Any release of such person on bond;
(c) Any release of such person on furlough, work release, trial release, electronic monitoring program, or to a community correctional facility or program or release for any other reason, in advance of such release;
(d) Any scheduled parole or release hearings regarding such person and any changes in the scheduling of such hearings. No such hearing shall be conducted without thirty days' advance notice;
(e) Within twenty-four hours, any escape by such person from a municipal detention facility, county jail, a correctional facility operated by the department of corrections, mental health facility, or the division of youth services or any agency thereof, and any subsequent recapture of such person;
(f) Any decision by a parole board, juvenile releasing authority or circuit court presiding over releases pursuant to the provisions of chapter 552, RSMo, to release such person or any decision by the governor to commute the sentence of such person or pardon such person;
(g) Notification within thirty days of the death of such person;

(8) For witnesses who have been summoned by the prosecuting attorney and for victims, to be notified by the prosecuting attorney in a timely manner when a court proceeding will not go on as scheduled;

(9) For victims and witnesses, the right to reasonable protection from the defendant or any person acting on behalf of the defendant from harm and threats of harm arising out of their cooperation with law enforcement and prosecution efforts;

(10) For victims and witnesses, on charged cases or submitted cases where no charge decision has yet been made, to be informed by the prosecuting attorney of the status of the case and of the availability of victim compensation assistance and of financial assistance and emergency and crisis intervention services available within the community and information relative to applying for such assistance or services, and of any final decision by the prosecuting attorney not to file charges;
(11) For victims, to be informed by the prosecuting attorney of the right to restitution which shall be enforceable in the same manner as any other cause of action as otherwise provided by law;
(12) For victims and witnesses, to be informed by the court and the prosecuting attorney of procedures to be followed in order to apply for and receive any witness fee to which they are entitled;
(13) When a victim's property is no longer needed for evidentiary reasons or needs to be retained pending an appeal, the prosecuting attorney or any law enforcement agency having possession of the property shall, upon request of the victim, return such property to the victim within five working days unless the property is contraband or subject to forfeiture proceedings, or provide written explanation of the reason why such property shall not be returned;
(14) An employer may not discharge or discipline any witness, victim or member of a victim's immediate family for honoring a subpoena to testify in a criminal proceeding or for participating in the preparation of a criminal proceeding;
(15) For victims, to be provided with creditor intercession services by the prosecuting attorney if the victim is unable, as a result of the crime, temporarily to meet financial obligations;
(16) For victims and witnesses, the right to speedy disposition of their cases, and for victims, the right to speedy appellate review of their cases, provided that nothing in this subdivision shall prevent the defendant from having sufficient time to prepare such defendant's defense. The attorney general shall provide victims, upon their written request, case status information throughout the appellate process of their cases. The provisions of this subdivision shall apply only to proceedings involving the particular case to which the person is a victim or witness;
(17) For victims and witnesses, to be provided by the court, a secure waiting area during court proceedings and to receive notification of the date, time and location of any hearing conducted by the court for reconsideration of any sentence imposed, modification of such sentence or recall and release of any defendant from incarceration.

2. The provisions of subsection 1 of this section shall not be construed to imply any victim who is incarcerated by the department of corrections or any local law enforcement agency has a right to be released to attend any hearing or that the department of corrections or the local law enforcement agency has any duty to transport such incarcerated victim to any hearing.

3. Those persons entitled to notice of events pursuant to the provisions of subsection 1 of this section shall provide the appropriate person or agency with their current addresses and telephone numbers or the addresses or telephone numbers at which they wish notification to be given.

4. Notification by the appropriate person or agency by certified mail to the most current address provided by the victim shall constitute compliance with the victim notification requirement of this section.

5. Victims’ rights as established in section 32 of article I of the Missouri Constitution or the laws of this state pertaining to the rights of victims of crime shall be granted and enforced regardless of the desires of a defendant and no privileges of confidentiality shall exist in favor of the defendant to exclude victims or prevent their full participation in each and every phase of parole hearings or probation revocation hearings. The rights of the victims granted in this section are absolute and the policy of this state is that the victim's rights are paramount to the defendant's rights. The victim has an absolute right to be present at any hearing in which the defendant is present before a probation and parole hearing officer.

Criminal Investigations Administration

I Policy

The Criminal Investigations Division mission is to provide professional, quality investigative services to the citizens of Springfield including but not limited to suppression, apprehension and successful prosecution of criminals.¹

II Procedure

1 DIVISION ORGANIZATION

1.1 The Criminal Investigations Division is commanded by a Police Major responsible for planning, budgeting, community participation, interjurisdictional investigative coordination, and overall administration of the division.²

1.2 The division shall be organized into:

1.2.1 The Criminal Investigations Section commanded by a Police Lieutenant,

1.2.2 The Special Investigations Narcotics Unit supervised by a Police Sergeant.³

¹ Investigations Division changed to Criminal Investigations Division throughout entire policy, 7/15/98.
² Captain changed to Major, 7-15-98.
The Special Investigations Organized Crime & Vice Unit supervised by a Police Sergeant.

The Criminal Investigations Section is organized into:

1.3.1 The Property Crimes Unit supervised by a Police Sergeant,
1.3.2 The Persons Unit supervised by a Police Sergeant,
1.3.3 The Major Crimes Response Team supervised by the CIS Commander.

Other temporary task forces may be organized by the Investigations Division Commander to address special investigative problems.

2 INVESTIGATIVE DIVISION RANK (42.2.5)

2.1 The Investigative Division will be commanded by a Major who reports directly to the Chief of Police.
2.2 The Criminal Investigations Section will be commanded by a Lieutenant who reports directly to the division Major.
2.3 The Crimes Against Property Unit and Crimes Against Persons Unit will be supervised by a Sergeant who reports directly to the section Lieutenant.
2.4 The Special Investigations Narcotics Unit and Organized Crime & Vice Unit will each be supervised by a Sergeant who reports directly to the Division Commander.
2.5 Persons assigned to conduct follow-up investigations in the Criminal Investigations Division will hold the rank of Corporal and report directly to a Sergeant.

3 AVAILABILITY: (42.1.1)

In order to maintain contact with the public, the routine operating period for the Criminal Investigations Division shall be 0800-1700 hours Monday-Friday, 0800-1600 Saturday and Sunday. Specialized assignments will result in evening duty assignments, as required.

3.1 Supervisors, narcotics investigators and crimes against persons investigators shall carry pagers to respond 24 hours a day, seven days a week. Communications shall maintain lists of current pager numbers.
3.2 All Emergency Call-In responses shall be approved by the CIS Commander or Special Investigations Supervisors.
3.3 Roll Call Attendance

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3 Section revised 7-15-98.
4 Section revised 7-15-98.
5 Former Section 2.5 deleted 7-15-98.
6 Captain changed to Major 7-15-98.
7 Captain changed to Major 7-15-98.
8 Section revised 7-15-98.
3.3.1 Criminal Investigations Division personnel shall periodically attend patrol briefings for the purpose of exchanging information. (42.2.6)

4 CRIMINAL INVESTIGATIONS (42.2.1)

4.1 Criminal investigations will be conducted using all sources available. These sources include, but are not limited to: interview and interrogation, witnesses, victims, other law enforcement agencies, utilities, banking facilities and informants.

4.2 When utilizing informants, investigators will follow the guidelines set forth in the Standard Operating Guideline, INFORMANTS.

4.3 Use of surveillance and surveillance equipment is authorized. All personnel conducting such surveillance shall record the date, time and location of the surveillance. Wire tapping shall not be utilized unless authorized by state or federal law (warrant).

5 COLLECTION, PRESERVATION AND USE OF PHYSICAL EVIDENCE (42.2.1)

5.1 The collection and preservation of physical evidence will be the responsibility of the appropriate division personnel investigating the offense.

5.2 If further physical evidence is needed that was not located at the scene a search warrant or subpoena may be obtained following the procedures which are established by state law.

6 BACKGROUND INVESTIGATIONS (42.2.1)

7 CASE MANAGEMENT SYSTEM (42.1.3)

7.1 All follow-up investigations will be entered into the Case Management System maintained in the Criminal Investigations Section.

7.2 Information recorded in this system for each case includes:

7.2.1 Investigator assigned;

7.2.2 Date assigned;

7.2.3 Case number;
7.2.4 Report due date;
7.2.5 Victim's name and address;
7.2.6 Type of offense;
7.2.7 Final report;
7.2.8 Supervisory approval of all reports;
7.2.9 Disposition of case:
   7.2.9(a) suspended;
   7.2.9(b) open;
   7.2.9(c) unfounded;
   7.2.9(d) cleared by: exception; arrest
7.2.10 Number of suspects arrested;
7.2.11 Number of suspects charged;
7.2.12 Number of suspects rejected;
7.2.13 Monthly caseload by each investigator;
7.2.14 Total new cases each investigator receives each month.

7.3 The Investigations Division shall have functional control and authority over all continuing investigations.

7.4 Supervisors shall review and screen cases for solvability prior to assignment and shall insure completion, suspension, or authorized extension after 28 calendar days assignment and suspension may be based on the following criteria:
   7.4.1 Lack of further leads or solvability factors.
   7.4.2 Unavailability of investigative resources.
   7.4.3 Prioritization of cases requires investigative effort be applied to more serious offenses.

7.5 Homicide cases and suspected homicide cases shall remain Open until cleared or unfounded.

7.6 Case File Management (42.1.3)
7.6.1 Each case file shall be assigned a number identical to the original Complaint number assigned to the incident by Communications.
7.6.2 Each completed case file shall include as a minimum:
   7.6.2(a) Copy of original Offense/Incident Report,
   7.6.2(b) Criminal Histor(ies),
   7.6.2(c) Criminal Case Report(s) for each suspect to be charged.
   7.6.2(d) Exhibit page.
   7.6.2(e) Witness page.
   7.6.2(f) Synopsis of the Case.

7.7 Investigative case files shall be available for review for administrative and investigative reasons, with the approval of the investigative supervisor.
7.8 Case files placed in the custody of the investigator shall remain secured away from public access.

7.9 Follow-up Investigative files (CIS): Disposition and Purging

7.9.1 Upon completion of follow-up investigation all original reports are immediately forwarded to Records or Prosecution as required.

7.9.2 Copies of criminal follow-up cases are kept in CIS files for periodic investigators review for up to 6 months at which time they are purged by an administrative assistant and destroyed.

7.9.3 Notice of *Decline to Prosecute* forms are used to make data entry for CIS records and the original white copy is sent to the Records section as a part of the permanent file. A colored copy is sent to the investigator for his/her information.

7.9.4 CIS also maintains copies of reports that are unassigned. These reports are maintained up to 6 months in the event additional information might cause assignment. These copies are frequently used in communicating with victims. These unassigned case copies are purged after 6 months and destroyed by the CIS administrative assistants.\(^9\)

8 INVESTIGATIVE ACCOUNTABILITY (42.1.4)

8.1 All preliminary investigations will be conducted by the UOD unless they are referred to or initiated by the Criminal Investigations Division.\(^{10}\)

8.2 The UOD will be responsible for the follow-up investigations of misdemeanor adult abuse violations and for traffic related offenses.

8.3 COP/PAR officers may conduct the follow-up investigation into offenses within their geographical assignment areas with the approval of the Criminal Investigations Division Commander and their immediate supervisor. All cases are assigned through the CIS case management system.\(^{11}\)

8.4 The Criminal Investigations Division shall be responsible for the investigation of felony crimes and for selected misdemeanors and infractions.

8.4.1 The Special Investigations Narcotics Unit shall receive all narcotics offense and incident reports and shall conduct investigations on narcotics offenses.\(^{12}\)

8.4.2 Juvenile felonies shall be investigated by the Criminal Investigations Division.

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\(^9\) Section added per CALEA on-site inspection, 9-23-97.

\(^{10}\) Section revised 7-15-98.

\(^{11}\) Section revised 7-15-98.

\(^{12}\) Section revised 7-15-98.
8.4.3 The Criminal Investigations Division shall conduct the preliminary investigation as well as the follow-up investigation of all officer involved shootings.

8.5 Each case shall be assigned to a single case investigator. The assigned investigator shall continue to be responsible for the case investigation until the case is reassigned by a CIS supervisor and entry made into the case management system.

9 PRELIMINARY INVESTIGATION REVIEW

9.1 Upon receipt of the offense report the Investigative Supervisor should review it to determine what follow-up is required.

9.1.1 Things to be considered are:

9.1.1(a) Is suspect in custody?
9.1.1(b) Is sufficient evidence available to conduct a follow-up?
9.1.1(c) What physical evidence exists?
9.1.1(d) Was a thorough preliminary investigation performed?
9.1.1(e) Has a wanted item been issued for the suspect?
9.1.1(f) Has stolen property been entered in the computer?
9.1.1(g) Can witnesses be located?
9.1.1(h) Does the suspect match the physical description of suspects in other cases?
9.1.1(i) Is a pattern or method of operation evident?

9.2 If suspect is in custody the Investigative Supervisor should immediately determine what the suspect was arrested for and when the twenty hour probable cause holding time expires.

10 FOLLOW-UP INVESTIGATIVE TECHNIQUES

10.1 The victim of the crime should be contacted and advised that a follow-up is being conducted and, if appropriate, their rights under the Missouri Crime Victim’s Bill of Rights. Additional information should be obtained if necessary to the investigation.

10.2 Witnesses should be interviewed if further clarification is needed on the case.

10.3 The suspect should be located and interviewed.

10.4 If the suspect is not in custody every effort should be made to locate and arrest the person on probable cause.

10.5 Physical evidence obtained at the scene should be reviewed. If tests are needed to link the suspect to the crime or to determine if the evidence is contraband the evidence should be sent to the appropriate Crime Lab for analysis.
11 CRIMINAL INVESTIGATION CHECKLIST (42.2.4)
11.1 The Criminal Investigations Section Universal Investigation Checklist may be used for any case when follow-up is conducted. If the checklist is used it becomes part of the permanent file and will be logged with the case report or final investigative report.\(^\text{13}\)

11.2 The checklist consists of 31 categories printed on the inside of the Investigative Case Work Sheet.

11.2.1 As each of the tasks are completed, the appropriate date of completion should be logged, as well as any notes the investigator wants to add. If a task does not pertain to a particular investigation the corresponding category may be marked through to indicate this.

11.2.2 The checklist becomes a part of the permanent file and will be logged with the case report or final investigative report.

12 COLLECTING PHYSICAL EVIDENCE

\(^{13}\) Section revised per Policy Change Order 99-014, 4/1/99.
12.1 If further physical evidence is needed that was not located at the scene a search warrant or subpoena may be obtained following the procedures which are established by state law.
13  CASE PREPARATION AND CLOSURE

13.1 A Criminal Case Report (SPD# 80-012) should be completed on all suspects involved.

13.1.1 A Criminal Case Report should be completed on all suspects involved and the case should be added to the investigator’s case log using SPD 80-013 or a computerized database containing the same information. This log shall contain dates of assignment and presentation to the prosecutor’s office.\(^{14}\)

13.1.2 If the investigation does not link a suspect to the offense or probable cause does not exist then a follow-up report documenting those findings are necessary and should be forwarded to the Central Record System of the Department.

13.2 The victim of the crime should be contacted a second time informing them of the results of the investigation. This contact should also be consistent with the Missouri Crime Victim's Bill of Rights.

13.3 All lab reports associated with the case should be reviewed and included in reports sent to the Prosecuting Attorney's Office.

14  SALARY SCHEDULES

14.1 Personnel assigned to the Investigative Division shall receive equal salary as their patrol counterparts.

14.2 No extra pay is permitted for sworn personnel in the Investigative Division which would limit the Department's flexibility in transferring personnel.

III. Attachments

1. Criminal Investigation Section Universal Investigation Checklist

\(^{14}\) Section revised per Policy Change Order 99-014, 4/1/99.
Crime Scene Management

I Policy

One of the most basic services of a police agency is to investigate crimes that have occurred within its jurisdiction. It is the goal of the Springfield Police Department to aggressively pursue its investigations as successfully and efficiently as possible. The employees of the Department shall appropriately respond to and investigate all violations of city ordinances and state and federal laws that are reported by citizens or observed by employees that occur within its jurisdiction.

II Procedure

1 PRELIMINARY INVESTIGATIONS

1.1 Officers of the Uniform Division will be responsible for conducting appropriate preliminary investigations of all assigned or discovered crimes occurring with the jurisdiction of the Springfield Police Department. (42.2.2)

1.2 Assignment of Investigating Officer - The assignment of an investigating officer will normally be made by the appropriate dispatcher in accordance with the duties and responsibilities of officers.

1.2.1 During those times when the number of police units that are available for calls for service are limited, the dispatcher will have the discretion to assign the most available unit.
1.2.2 The field unit supervisor will have the discretion to alter investigative assignments of the personnel in his unit.

2 RESPONSIBILITIES OF THE UNIFORMED INVESTIGATING OFFICER - Upon responding to the scene of a crime, the assigned uniformed investigating officer may be responsible for the following:

2.1 Assisting of any injured persons at the crime scene.

2.2 Observing and noting all conditions and events, including time, temperature, weather conditions, lighting, etc.

2.3 Protection of the crime scene

2.4 Preservation of evidence

2.5 Preliminary identification and interview of the complainant, the victim of the crime and/or witnesses to the crime.

2.6 Arrest and interview of suspect if present or near the crime scene. (For major crimes refer to Sections 5 and 6 of this SOG)

2.7 Photographing and processing of the crime scene, or requesting crime lab van and staff to assist.

2.8 Search of the crime scene and collection of evidence, or requesting Crime Lab Van and staff to assist.

2.9 Canvass of the neighborhood and/or area.

2.10 Proper reporting of the investigation and documentation of all investigative activities within the crime scene.

2.11 Arrangement of identikit sketch if applicable.

2.12 Notification of immediate supervisor if warranted by the seriousness of the crime.

3 FIELD UNIT SUPERVISOR’S RESPONSIBILITY

3.1 The uniformed investigator’s field unit supervisor (the unit sergeant or in his absence, the unit corporal) will be notified of any serious crime as soon as possible. The unit supervisor will be responsible for the overall management of the preliminary investigation and for the smooth coordination of the efforts of department members and other involved law enforcement agencies at the scene.

3.2 In the case of a homicide, suicide, serious assault or other crime of serious community impact, the unit supervisor will respond to the crime scene and assume management responsibilities.

3.3 The unit supervisor will retain management control of the preliminary investigation and integrity of the crime scene until it is completed.

3.4 The unit supervisor will coordinate with the CIS supervisor.

1 Sections 2.5 and 2.6 modified 9-23-97 per CALEA on-site inspection.
3.5 The unit supervisor will be responsible for the assignment of additional personnel to the crime scene. The unit supervisor will also be responsible for assignment of personnel to functions related to the crime scene including proper documentation of crime scene activities.

3.6 The unit supervisor will insure the notification of the responsible watch commander, his designee, or, in his absence, the uniform division commander in the appropriate situations.

4 RESPONSIBILITIES OF THE INCIDENT COMMANDER

4.1 In the case of a serious crime, the field unit supervisor or his designee shall immediately notify the responsible watch commander. The watch commander will then become the incident commander responsible for coordination of the efforts of department members and other involved law enforcement agencies at the crime scene.

4.2 The incident commander will notify the lab supervisor or designee or identification unit if services are needed that are provided by the lab.

4.3 The incident commander shall be responsible for:

4.3.1 Notification of IIAU personnel if appropriate.
4.3.2 Media releases during preliminary investigation.
4.3.3 Medical examiner if required or will insure this duty is delegated to the crime scene supervisor.
4.3.4 In the case of a death, notification of the family of the victim.
4.3.5 Insure timely notification of the CIS Section commander and operations division commander in a serious situation.

5 RESPONSIBILITIES OF THE CIS SUPERVISOR AT THE CRIME SCENE

In the case of a serious crime, members of the Criminal Investigation Section may be requested by the incident commander to initiate an immediate follow-up investigation. Their supervisor, if available, may respond to the crime scene. If the CIS supervisor does respond to the crime scene, he will assume the following responsibilities:

5.1 Follow-up investigation.
5.2 Suspect and witness interviews after initial information is gained at the scene.
5.3 Coordination with the crime scene supervisor.
5.4 Management of the investigative activities of the CIS personnel in his charge.
5.5 Assume command of the follow-up investigation at the time the preliminary investigation is completed.

6 RESPONSIBILITIES OF CIS INVESTIGATORS AT THE CRIME SCENE

6.1 CIS investigators may respond to a crime scene at which time they will familiarize themselves with all aspects of the preliminary investigation and offer
any viable suggestions they may have concerning the investigation to the supervisor in charge of the crime scene.

6.2 The CIS investigator or the unit supervisor will coordinate all joint investigative efforts involving other department sections through the incident commander or the supervisor in charge.

6.3 The CIS investigator may perform an in-depth interview of potential witnesses that are at or near the crime scene.

6.4 The CIS investigator may perform an in-depth interrogation of suspects believed involved in the crime.

6.5 CIS personnel may obtain a Search Warrant if circumstances of the crime require one. This may also be done by a uniformed officer, should CIS personnel not respond.

7 RESPONSIBILITIES OF THE CRIME LAB AT THE CRIME SCENE

7.1 When called out, crime lab personnel are responsible for the collection of all evidence where their expertise is required and timely documentation of same.

7.2 Crime lab personnel will contact upon their arrival at the scene, the crime scene supervisor for assignment.
Investigative Task Force

I Policy

It is the policy of the Springfield Police Department to commit resources to and participate in investigative task forces in order to promote interagency cooperation, maximize efficiency of resources, to successfully combat crime and assist crime victims. (42.2.7)

II Procedure

1 PURPOSE

The purpose of an Investigative Task Force is:

1.1 To focus investigative energies on criminals and crime problems that by their magnitude, complexity or sensitivity requires a commitment not available to other units within the Division or to improve the investigative process itself through multidisciplinary participation.

1.2 A Task Force may be formed to investigate the following offenses:

1.2.1 Homicides
1.2.2 Aggravated Assault
1.2.3 Robbery
1.2.4 Rape
SOG 402.3
Investigative Task Force

1.2.5 Burglary
1.2.6 Drug Offenses
1.2.7 Any offense of a magnitude it constitutes a community threat.
1.2.8 Any offense where a pattern or common scheme is identified and the requirements of section 1.1 are met.
1.2.9 Improve juvenile justice or youth programs,
1.2.10 Enhance child abuse and child sexual abuse investigation processes,
1.2.11 Improve coordination of gang prevention, suppression, and investigation,
1.2.12 Reduce victimization of and provide services for missing and exploited children.

2  TYPES OF TASK FORCE
2.1 Two types of Task Force are recognized:
2.1.1 Internal Task Force is one which is composed solely of members of the Springfield Police Department.
2.1.2 External Task Force is one which is composed of members of the Springfield Police Department and at least one other law enforcement agency, criminal justice agency, or social service agency. Any participation in an External Task Force involving commitment of full time resources requires a written agreement as provided for in Section 3.
2.1.2(a) Criminal Investigations Division supervisory staff shall convene to review the mission and goals of a proposed External Task Force. They shall determine, based on those needs, the investigative manpower, support manpower, equipment and other resources that the Springfield Police Department can make available to the Task Force.
2.1.2(b) These recommendations, if possible, shall become a part of the written agreement for the Task Force.

3  WRITTEN AGREEMENTS- CONTENTS (42.2.7)
3.1 Written interagency agreements, memoranda of understanding involving legal declarations of authority, responsibilities, and Police Department resources must include the following provisions, at a minimum:
3.1.1 Identification of the purpose of the investigative task force,
3.1.2 Defined authority and responsibility,
3.1.3 Clearly established accountability and controls,
3.1.4 Identification of manpower and other resources available,
3.1.5 Process of evaluation, recommitment, or termination.
3.2 All interagency agreements involving full-time manpower or significant resources will be approved by the City Manager and may, in some cases, require City Council action as well.

4 ORGANIZATION
4.1 The Commander of the Criminal Investigations Division will serve as liaison to all external task forces.
4.2 An Internal Task Force is supervised by a Sergeant who reports directly to a Commander.
   4.2.1 The designated supervisor is responsible for approving all cases assigned to the Task Force. The Sergeant will keep informed on the progress of all cases assigned to the Task Force and shall approve all dispositions. The Sergeant will schedule investigators duty hours to meet the specialized demands of the Task Force.
4.3 An Internal Task Force will be composed of Investigators who report directly to the Task Force designated supervisor. These Investigators may be assigned from the rank of Police Officer or Corporal.
   4.3.1 Investigators responsibilities include: conducting the follow-up investigation into assigned cases, informing the Task Force designated supervisor of the progress of the case, and preparing reports of the investigation for Departmental review and prosecution.
4.4 An External Task Force is composed of any sworn or non-sworn member of the Springfield Police Department who is requested by an external governing Board of Directors or Executive Board to participate in such a group and receives permission to do so from the Chief of Police
   4.4.1 Persons assigned to the External Task Force serve at the direction of the Officer in Charge of the group when participating in an approved investigation.

5 OPERATIONS
5.1 Both Internal and External Task Forces will have established beginning and review dates.
   5.1.1 On the review date it will be determined if an extension to the group will be granted. This must be agreed upon by the Commanding Officers (Internal) or the Board of Directors/Executive Board of the group (External). If the Task Force is extended a second review date must be established.
   5.1.2 Commanders and supervisors shall conduct periodic evaluations of task force operations to determine if a task force should be continued. A Task Force will be terminated should the focus or the reason for the group no longer exist or if the investigative goal has been reached.
This decision will be made after review of the case by persons involved in the investigation and Command Officers (Internal) or Board of Directors/Executive Board (External).

5.1.3 All cases involving activation of the South-Central Major Case squad will follow 70.835 RSMo.
Springfield Police Department

Standard Operating Guideline

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<th>Issue Date</th>
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Accreditation Index: 41.2.4, (4th)

Part: Operations
Chapter: Criminal Investigations

Chief of Police:

Missing Persons

I  Policy

The Springfield Police Department will conduct prompt and thorough investigations on all missing person reports. A procedure for handling adult and juvenile missing person cases is provided as a guide for investigative efforts. The urgency presented by critically missing or at risk persons will be given appropriate operational and investigative response. (41.2.6-g)

II  Definitions

At Risk Persons: Any person who is physically or mentally challenged and who poses a risk to themselves or others, e.g. mental disorders, suicidal, Alzheimer, or diabetics.

Critical Missing: A reported missing person who is missing and foul play may be a factor, or any child (as defined by local jurisdiction) or any at risk person.

Throwaways: are at risk juveniles who (1) have been told to leave the household (2) the child has been away and the caretaker/parent refuses to let them back, (3) the child has run away and the caretaker/parent has made no effort to recover the child, (4) the child has been abandoned or deserted.
The taking of and the preliminary investigation of missing persons reports is performed by the Uniform Operations Division and TELCOM Unit. Follow up investigations are performed by the Criminal Investigations Section.

When contacting the reporting party, an employee shall obtain the following information:

1. Physical description, date, time, and location last seen.
2. Work and home telephone numbers of the Reporting Person.
3. Information about circumstances of disappearance, especially any unusual circumstances which might indicate the person was abducted or is otherwise in risk of harm.
4. Identity and phone number of associates, friends, relatives, and others who might have information about the whereabouts of the person.
5. Information about any steps that have already been taken by the reporting party or others to locate the missing person.
6. Any information about where the missing person might have gone, or places that the missing person frequents.
7. Any information about mental disorder, or medical condition such as Alzheimers or diabetes.
8. Any past history of voluntary disappearance or throwaway circumstances.
9. Officer will ask and observe for signs of involuntary abduction (signs of struggle disarray, abandoned purses- etc.)
10. Patrol supervisors will coordinate volunteers, if required, at scene after liaison with criminal followup investigators.

Complete the personal information and description of the missing person, to include the following information needed for NCIC/MULES entry:

1. Complete name
2. Date of birth
4. Complete physical description including scars, marks, tattoos, braces, etc.
5. Description of vehicle, if involved.
6. Clothing description, including earrings and other jewelry worn.
7. Recent photograph, if available.

INVESTIGATIVE ACTIONS

An immediate follow-up investigation should be initiated in any juvenile or adult case involving extenuating circumstances.
The Criminal Investigation Section will be responsible for the follow-up investigation on all missing persons, including runaways.

The reporting person should be re-contacted periodically during the course of the follow-up investigation. (41.2.6-d)

When a child under the age of 12 has been reported missing, and is not located within 2 hours, (or prior to nightfall), the employee should contact a supervisor who will arrange for additional assistance in searching and conducting follow-up.

In any case where it appears that the person may be at risk or critically missing, supervisors may contact the news media and request broadcast of critical information about the missing person. (i.e. Missing Child)

In critical missing cases, the Criminal Investigations Section will also conduct the investigation as a crime scene and will utilize normal investigative strategies. (41.2.6-g)

Investigators will utilize lead management system and suspect development methods.

CIS will manage all information including authorization of any news release to media in conjunction with efforts by the Media Relations Officer; and release of information to other law enforcement agencies; Except as in Section 4.5, above.

Investigators will contact intelligence sources and assistance agencies (i.e. Crime Analysis, MOCIC, National Center for Missing and Exploited Children, informant contacts).

The preliminary investigating employee shall initiate an NCIC/MULES entry and ensure a broadcast is made as soon as possible, via police radio, on all juveniles, and upon any adults who are missing when extenuating circumstances exist, such as:

There is reason to believe the person is missing involuntarily;

The person is believed to be ill, injured, physically or mentally disabled;

The missing person is believed to be a danger to himself;

The person is believed to be in danger of physical harm.

After completion of the missing person report, the reporting employee shall immediately respond to the station and make a copy of the report. The NCIC/MULES operator shall be notified of the missing person and given a copy of the report.

It is the responsibility of the NCIC/MULES operator to make entry of the missing persons report into the system. (41.2.6-c)
Missing Persons

6 REPORTS

6.1 Missing person cases require a minimum of a missing person report. Other reports, such as supplementary reports, may be necessary depending on the circumstances.

6.2 Officers shall document all follow-up investigation with appropriate reports.

6.3 Whenever a missing person has been located or returned, it is the responsibility of the employee receiving the information to:

6.3.1 Complete an incidental report documenting the return of the missing person and forward a copy to the NCIC/MULES operator.

6.3.2 Notify the NCIC/MULES operator

6.3.2(a) It will be the responsibility of the NCIC/MULES operator to make the cancellation. (41.2.6-c)

6.4 Dissemination of collected information (41.2.6-b)

6.4.1 Employees taking the initial Missing Person report will be responsible to forward a copy of this to the NCIC/MULES operator as in Section 5.2.

6.4.2 The original Missing Person Report will be placed in the "in box" in the Records division.

6.4.3 The Records division will then be responsible for forwarding copies to CIS, Crime Analysis, NCIC/MULES operator, and UCR box.

6.4.4 Records division will also place the missing person information on the Daily Bulletin.

IV Attachments

1 State of Missouri Missing Person Report
Career Criminals

I  Policy

To establish policy for identifying, investigating and prosecution of career criminals.

II  Definitions

Career Criminal - Any person recognized by RSMo as a prior offender, dangerous offender or persistent sexual offender.

Prior Offender - one who has pleaded to or been found guilty of two or more felonies committed at different times (RSMo 558.016).

Dangerous Offender - one who has (1) been sentenced for a felony during the commission of which he knowingly murdered or endangered the life of another person or knowingly inflicted or attempted or threatened to inflict serious physical injury on another person; and (2) has been previously convicted of a class A or B felony or of a dangerous felony (RSMo 558.016).

Persistent Sexual Offender - one who has previously been convicted of the felony of rape, forcible rape, sodomy, forcible sodomy, or attempt any of the aforesaid (RSMo 558.018).
III Procedure

1 IDENTIFICATION
   1.1 All felony cases assigned for follow-up investigation to the Criminal Investigations Section require the investigator conduct a criminal history check on all identified suspects. This check is made through the National Criminal Information Center (NCIC). The report that is generated will list all felony convictions on the suspect.
   1.2 The assigned investigator shall review the criminal history check and identify all career criminals as defined in Section II. Definitions.

2 INVESTIGATION
   2.1 Once identified as a career criminal the investigator will ensure a thorough and expedient investigation is completed.
   2.2 If additional resources are needed to complete the investigation the investigator will contact his supervisor to obtain them.

3 PROSECUTION
   3.1 The investigator will forward a completed case report to the appropriate prosecutor's office with the criminal history on the suspect attached.
   3.2 The investigator will complete SPD Form #80-012 Criminal Case Report and check Box #2 if the suspect is a career criminal.
   3.3 Requests from the prosecutor's office for further follow-up investigation will become a priority and every reasonable effort will be made to obtain the information and return the case to the prosecutor's office.
Covert and Investigative Funds

I Policy

The Springfield, Missouri Police Department hereby establishes specific guidelines and procedures for use of Covert and Investigative Funds. (43.1.3)

II Procedure

1 RESPONSIBILITY

1.1 Ultimate responsibility for proper accounting of the funds rests with the Criminal Investigations Division Commander.

1.2 Responsibility for the direct accounting of the funds rest with the Criminal Investigations Section Commander and the Special Investigations Supervisors.¹

1.3 The Criminal Investigations Section Commander and the Special Investigations Supervisors will insure that sufficient funds are available for timely disbursement of funds.²

¹ Section revised 7-15-98.
² Section revised 7-15-98.
SOG 402.7
Covert and Investigative Funds

2 PROPER USAGE
2.1 All officers engaged in daily covert operations or officers assigned to the South-Central Major Case Squad or Commanders or Supervisors of these officers shall be permitted to draw an advance from this fund.
2.2 The amount will be determined by the operational need as determined by the Criminal Investigations Section Commander or the Narcotics Enforcement Team Supervisor.

3 COVERT PURCHASES
3.1 The funds may be used to purchase narcotics or other controlled drugs.
3.2 The funds may be used to purchase stolen property.
3.3 The funds may be expended for vice operations.

4 INVESTIGATIVE EXPENSES
4.1 Usual and customary expenses associated with covert operations; i.e., restaurant lounge establishments, hotel accommodations.
4.2 The payment of informant fees.
4.3 Expenditures for food or lodging, if the South-Central Major Case Squad is activated.
4.4 The term “contingency fees” is not recognized as a means of payment to informants. All informant payments will be on a “flat fee” basis upon corroboration of information or services.
4.5 All other officers shall request funds on a case to case basis. The request will be evaluated and approved by the respective Section Commander or a Supervisor prior to expenditure of the funds.

5 REPORTING
5.1 The Individual Expense Report Form that details the expenditure of covert funds will be reported at a minimum on a monthly basis to the Criminal Investigations Section Commander or the Narcotics Enforcement Team Supervisor, to ensure the effectiveness and efficiency of the expenditures, by all officers authorized advance funds.
5.2 The report shall contain sufficient information to document the event; item number, date informant identification number, amount paid and officer expending funds.
5.3 The Criminal Investigations Section Commander and the Special Investigations Supervisors will ensure a correct balance of funds for each officer receiving funds and conduct a thorough investigation should a discrepancy occur.\(^3\)

\(^3\) Section revised 7-15-98.
5.4 Audits of the Covert Operations Fund will be conducted annually by a source independent of the Springfield Police Department.
Follow-Up Criminal Investigations

I Policy

By reviewing all criminal police reports through a standard assessment for investigation follow-up, it is our policy to assign cases based on solvability merit and compelling public interest. Further, all cases will come under a strict investigative reporting and resolution guidelines to insure the most effective use of time for investigation and criminal prosecution of perpetrators. (42.2.3)

II Procedure

1 PRELIMINARY INVESTIGATION REVIEW

1.1 Upon receipt of the offense report the Investigative Supervisor should review it to determine if follow-up is required.

1.1.1 Things to be considered are:
1.1.1(f) Has stolen property been entered in the computer?
1.1.1(g) Can witnesses be located?
1.1.1(h) Does the suspect match the physical description of suspects in other cases?
1.1.1(i) Is a pattern or method of operation evident?

1.2 If suspect is in custody the Investigative Supervisor should immediately determine what the suspect was arrested for and when the twenty hour probable cause holding time expires.

2 FOLLOW-UP INVESTIGATIVE TECHNIQUES

2.1 The victim of the crime should be contacted and advised that a follow-up is being conducted and, if appropriate, their rights under the Missouri Crime Victim's Bill of Rights. Additional information should be obtained if necessary to the investigation. (55.2.4)

2.2 Witnesses should be interviewed if further clarification is needed on the case.

2.3 The suspect should be located and interviewed.

2.4 If the suspect is not in custody every effort should be made to locate and arrest the person on probable cause.

2.5 Physical evidence may be collected by any officer in the Department's three-tiered system such as beat officers on basic scenes, Major Crime Investigators (MCI) on intermediate scenes, and Major Crime Response Team and Crime Lab personnel for complex and special scenes. All personnel will follow crime scene processing and investigation procedures established in:

2.5.1 The Criminal Investigations Training Handout, Basic Academy Handbook;
2.5.2 Missouri State Highway Patrol Forensic Evidence Handbook; and
2.5.3 Lesson Plan: MCI Evidence Packaging

2.6 A canvass of the area around the crime scene should be conducted in order to obtain information from other witnesses.

2.7 A review of the suspect's criminal history should be conducted. Intelligence and Departmental records should also be reviewed.

2.8 Investigating officers should seek additional information from uniformed officers, informants, etc.

2.9 Requests through the media for citizen assistance in identifying or locating suspects may be in order. The use of Crimestoppers should also be considered.

2.10 A wanted item request should be completed on the suspect, if he is not in custody and sufficient identifiers are available. The request should be forwarded to Records Personnel for inclusion on the Daily Bulletin.

2.11 The use of a lineup either using photographs or a face-to-face may be necessary to form a positive identification of the suspect.

2.12 Surveillance may be required to locate and apprehend the suspect.
2.13 Investigators should use the Identikit in order to make a composite of the suspect.

2.14 Investigators should attempt to determine a suspect's involvement in other crimes.

2.15 Technical aids for the detection of deception, such as polygraph, may be utilized. When such aids are used, they shall be administered only by personnel certified in their use. Polygraph examination may be used specifically to determine deception, for elimination of suspects. Polygraph will be used to assist investigators in investigative directions. (42.2.8)

2.15.1 Prior to conducting any polygraph examinations, except as may be necessary to achieve polygraph certification, an officer must attend, graduate, and be certified by a school of polygraphy recognized by the American Association of Police Polygraphists.

3 FOLLOW-UP INVESTIGATION CHECKLIST (42.2.4)

3.1 The Criminal Investigation Section Universal Investigation Checklist (Attachment #1) will be used for any felony case when follow-up is conducted.

3.2 The checklist consists of 31 categories printed on the inside of the Investigative Case Work Sheet.

3.2.1 As each of the tasks is completed, the appropriate date of completion should be logged, as well as any notes the investigator wants to add. If a task does not pertain to a particular investigation the corresponding category may be marked through to indicate this.

3.2.2 The checklist becomes a part of the permanent file and will be logged with the case report or final investigative report.

4 BACKGROUND INVESTIGATIONS

4.1 Background investigations for information development should be conducted in conjunction with all criminal investigations.

4.2 All background investigations and interviews shall be conducted with discretion and will remain confidential available only to law enforcement agencies.

4.3 Background information obtained shall be used only for the purposes of valid criminal investigations and that which is of no investigative value will be purged.

4.4 The sources of information used may include the Missouri State Highway Patrol, the Federal Bureau of Investigation, municipal records, utility companies, and procedures from Section 2 (2.1). (42.2.1)
5 COLLECTING PHYSICAL EVIDENCE
5.1 All physical evidence possible should be collected at the crime scene. Where possessory issues occur, additional evidence may be obtained through search warrants or subpoena. (42.2.3)

6 CRIMINAL CASE PREPARATION
6.1 A Criminal Case Report (SPD# 80-012) should be completed on all suspects involved.
   6.1.1 The case should be added to the Investigators case log (SPD report #) including dates of assignment and presentation to the Prosecutor's Office.
   6.1.2 Where the investigation reveals there is sufficient prosecutorial merit, investigators will submit a comprehensive case report to the appropriate prosecutor's office.
   6.1.3 If the investigation does not link a suspect to the offense or probable cause does not exist then a follow-up report documenting those findings are necessary and should be forwarded to the Central Record System of the Department.

6.2 The victim of the crime should be contacted a second time informing them of the results of the investigation. This contact should also be consistent with the Missouri Crime Victim's Bill of Rights. (55.2.4)
It shall be the policy of this Department to deal with juvenile offenders in the least coercive manner possible. All officers of this department will respect the juvenile's family autonomy and will use the most reasonable alternatives consistent with preserving public safety, order, and individual liberty. All members, regardless of duty assignment, are charged with the responsibility of participating in and supporting the Department's juvenile operations function. Each officer shall be familiar with the unique requirements of juvenile matters and shall respond to those requirements by ensuring that the constitutional rights of the juvenile are protected, as provided by procedure or statute.

Police officers have, by law, certain duties and responsibilities pertaining to children under the age of seventeen. The police role in juvenile justice and delinquency prevention must be responsive to community needs. Officers must focus on both enforcement and prevention functions, realizing neither role at the expense of the other. Officers should first be concerned with rehabilitation and treatment of the juvenile and, when appropriate, refer the juvenile to the courts for sanctioning. The Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.
SOG 403.1
Juvenile Operations

II Definitions

Child - Any person regardless of physical or mental condition under 18 years of age, RSMo 210.110 (2).

Juvenile - Any person under 17 years of age. (211.021)

Adult - Person seventeen years of age or older, RSMo 211.021(1).

Abuse - Any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for his care, custody, and control, except that discipline including spanking, administered in a reasonable manner shall not be construed to be abuse. RSMo 210.110(1).

Neglect - Failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support or education as required by law, nutrition or medical, surgical, or any other care necessary for their well being. RSMo 210.110(5).

Missing Child - Any person who is under the age of seventeen years, whose temporary or permanent residence is in the State of Missouri, or who is believed to be within the State of Missouri, whose location has not been determined, and who has been reported as missing to a law enforcement agency. RSMo 43.400(1).

III Procedure

1 PROTECTIVE CUSTODY (ABUSE OR NEGLECT) (44.2.2)

1.1 When any law enforcement officer has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, the officer shall immediately make a report to the Missouri Division of Family Services Hot Line, 1-800-392-3738. RSMo 210.115.

1.1.1 When a report is filed with the state, the reporting officer shall also complete a police report.

1.2 An officer who has reasonable cause to suspect a child is suffering from illness or injury or is in danger of personal harm by reason of his surroundings and that a case of child abuse or neglect exists the officer may request that juvenile officer take the child into protective custody. 435.4700, RSMo 210.125.1.

1.3 An officer who has reasonable cause to believe that a child is in imminent danger of suffering serious physical harm or a threat to life as a result of abuse or neglect, and that harm or threat of life may occur before the juvenile court
SOG 403.1
Juvenile Operations

may act may take the child into protective custody without the consent of the child's parents. RSMo 210.120.2. If a child is taken into protective custody the officer responsible shall complete the following activities.

1.3.1 Immediately notify the Greene County Juvenile Officer, Missouri Division of Family Services, and the Missouri Child Abuse Hot Line, 1-800-392-3738.

1.3.2 Make attempts to contact parents or guardians.

1.3.3 Complete a report to include the facts and circumstances which gave reasonable belief of the imminent danger, and file a written report to include the facts and circumstances which gave reasonable belief of the imminent danger, and file a written report with the juvenile officer as soon as possible and no later than 12 hours after pickup.

1.4 The Missouri Division of Family Services will decide appropriate placement of the child.

1.5 The investigating officer will insure photographs are taken to assist with the initial investigation.

2 INVESTIGATION OF CHILD ABUSE AND NEGLECT CASES
3 CONFIDENTIALITY OF JUVENILE RECORDS

3.1 The Police Records Unit shall be responsible for the collection, dissemination and retention of juvenile records.

3.2 This department may not disclose the identity of any minor by releasing information to the general public as to the arrest, investigation or disposition of any case involving a juvenile.

3.3 Police records of juveniles shall be kept separate from the records of persons seventeen years of age or over and shall not be open to inspection nor their contents disclosed, except by order of the court. RSMo 211.321.2.

3.4 Information and data may be released to persons or other organizations authorized by law to compile statistics relating to juveniles. RSMo 211.321.3.

3.5 Information may be released regarding the informal adjustment or formal adjudication of the disposition of a case to a victim or a member of the immediate family of a victim. RSMo 211.321.5.

3.5.1 General information shall not be specific as to location and duration of treatment or detention or the terms of supervision. *Does not apply to juveniles transferred to adult court (certified) or to those conflicted of gang activity under RSMo 578.421 to 578.437.*

4 HANDLING OF JUVENILES (44.2.1)

4.1 When dealing with a juvenile offender, officers should use the least coercive among reasonable alternatives. Officers should consider the following guidelines in making a choice for diversion.

- Nature of offense - The character of an incident or condition surrounding the juvenile’s involvement.
- Age of the juvenile - Involvement may have been precipitated by an older juvenile influence or other factors.
- Attitude (or mental position) of the juvenile with regard to a fact, state or situation.
- Officer’s access to parent/guardian.
- Knowledge of previous records may be indicative of the juvenile’s attitude causing the officer to be more forceful in alternative placement and decisions.
- Complaint/victim’s comments may be taken into account, especially where repetitive incidents are reported for the first time.
- Gang affiliation may alter and accelerate the normal handling of a juvenile.
- Direction received by juvenile authorities.
- Previous record.
SOG 403.1
Juvenile Operations

4.2 The officer may use the following procedures in handling and resolving the immediate juvenile situation.

4.2.1 Warn and inform the juvenile of their wrongful action.

4.2.2 Release the juvenile with no further action.

4.2.3 Complete a juvenile custody report on location and release the juvenile to a parent or guardian at the scene.

4.2.4 Transport the juvenile to the Police Department for completion of reports and release to a parent/guardian with later referral to Juvenile Court.

Transport the juvenile to the station for completion of reports and transfer to the Greene County Juvenile Center.

4.3 Juveniles taken into custody for serious acts shall be referred to the Greene County Juvenile Office after initial processing.

4.3.1 Juveniles shall be referred to the Greene County Juvenile Center for:

4.3.1(a) Crimes that if committed as an adult would be a felony.
4.3.1(b) Repeat offender.
4.3.1(c) Multiple offenses.
4.3.1(d) Gang related delinquent acts.
4.3.1(e) Misdemeanors.

4.3.2 Those offenses that fall into the guidelines set forth by the State of Missouri under RSMo Chapter 211 will be referred to the Juvenile Court.

4.4 Officers shall ensure that the constitutional rights of juveniles are protected.

(44.2.2)

5 PROCESSING JUVENILES IN CUSTODY (44.2.2)

5.1 Apprehension of felony offenders.

5.1.1 Probable cause must exist before a juvenile who is a suspect in a felony case may be apprehended. The apprehending officer will:

5.1.1(a) Notify the juvenile of the reason for the apprehension.
5.1.1(b) Notify the parent/guardian of the apprehension as soon as possible. The date and time of notification, or attempted notification, shall be recorded in the appropriate apprehension report.
5.3 Officer will note in his report, date, and to whom juvenile was released. Officer will also notify guardian/parent date and time of juvenile court appearance.

5.4 If the parent(s) or legal guardian(s) cannot be contacted, or will not respond to take custody of the juvenile, the juvenile facility will be contacted for permission to detain the juvenile in their facility. An officer will transport the juvenile to the detention unit without delay.

5.4.1 If the juvenile is in need of emergency medical treatment, the juvenile will be transported to a medical facility, without delay, before proceeding to the juvenile facility.

5.5 Written and oral admissions are inadmissible as evidence unless obtained at the juvenile facility or other nonthreatening facility or environment. Volunteered utterances or admissions, given by a juvenile following his apprehension and instructions of his Constitutional Rights are admissible, provided they are unsolicited.

5.6 Arrangements can be made with Greene County Juvenile to interview and interrogate juveniles after they are in the court's custody.

5.7 All physical evidence will be processed and preserved using the procedures outlined by Springfield Police Department policy.

5.8 Apprehension of misdemeanor offenses.

5.8.1 Probable cause must exist before a juvenile who is a suspect is apprehended. The apprehending officer shall notify the juvenile of the reason for the apprehension.

5.8.2 The apprehending officer completing the Juvenile Custody Report may:

5.8.2(a) Take the juvenile into custody and release to a parent or guardian.

5.8.2(b) Transport the juvenile to his residence and release to a parent or guardian.

5.8.2(c) Transport the juvenile to the station and release to a parent or guardian.

5.8.2(d) Transfer to Greene County Juvenile Justice Center without delay.

5.9 Officers are to determine if juveniles have committed a criminal violation, or a "status offense" (see section 9 for further details).

5.9 Parent or guardian notification.

5.9.1 The apprehending officer will notify the juvenile's parents or guardian by telephone or in person of the apprehension, as soon as possible.

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1 Section 5.4.1 added 9-23-97 per CALEA on-site inspection.
The date and time of the notification shall be recorded on the Offense Report.

5.9.2 If the juvenile lives in an area other than where he was apprehended and his residence has no phone, the apprehending officer will make arrangements for another unit to make notification, either at the residence or at the place of employment of the parent or guardian if close to Springfield. If not, arrangements can be made with the agency where the parent or guardian is located.

5.10 Apprehension of juvenile suspects at school.

5.10.1 Officers should notify school security, who in turn will take custody of the juvenile and turn the juvenile over to officers.

5.11 Pick-ups and wants for missing/runaway juveniles and attempts to locate juveniles are to be entered into the computer by the MULES Operator.

5.12 Missouri Division of Youth Services

5.12.1 Officers may encounter situations in which they are dispatched to meet Missouri Division of Youth Services personnel. These persons, under section 210.125 RSMo 1995, have authority to take a child into immediate custody when they feel permitting the child to remain in his own home would be dangerous to him or the community; or the juvenile is about to flee the jurisdiction of the court.

5.12.2 When an officer receives a request to meet the Missouri Department of Youth Services, the officer has the authority and responsibility to take the juvenile into custody (sections 219.026.4 and 219.026.5, RSMo).

5.12.3 A general report and juvenile custody report shall be completed and include information concerning detainment of the juvenile for Division of Youth Services.

5.13 Questioning of Juveniles and Release.

5.13.1 Juvenile victims or witnesses of crimes need not be in the custody of the Juvenile Court to be questioned in connection with the offenses for which they are not suspects.

5.13.2 Information concerning the questioning will be included in the officer's original report or a supplemental report.

5.14 Every officer transporting a juvenile under the age of four will request DFS to help transport.

6 INTERROGATION (44.2.3)

[Redacted text]
6.1.1 The juvenile offender may be interrogated in a recognizably friendly environment. This can be the Greene County Juvenile Center, or Springfield Police Department Headquarters, out of sight and sound of adult offenders. Juveniles in custody will be afforded the opportunity to confer in private with a parent or guardian prior to any interrogation.

6.1.2 The interrogation must take place in the presence of a deputy juvenile officer. It is the responsibility of the deputy juvenile officer to:

6.1.2(a) Confer with the juvenile’s parent/guardian.

6.1.2(b) Limit the number of officers present during the interrogation. (44.2.3)

6.1.2(c) Explain agency and juvenile justice system procedures to the juvenile being interrogated.

6.1.2(d) Ensure the parent or guardian is present during the interrogation.

6.1.2(e) Ensure a legal representative is present if requested by the juvenile’s parent or guardian.

6.1.2(f) Interviews shall be conducted only for a reasonable length of time and officers shall document times that the interview began, meals, breaks and the time of termination. (44.2.3)

FINGERPRINTING AND PHOTOGRAPHING

7.1 A juvenile will be fingerprinted and/or photographed when an order is obtained through Greene County Juvenile Court granting permission to do so.

7.2 Juveniles who are taken into custody for an offense which would be considered a felony if committed by an adult (RSMo 43.503) shall be fingerprinted. Two fingerprint cards will be completed and forwarded to Records for processing. These fingerprint cards shall be plainly marked “Juvenile.”

7.3 A juvenile may be processed in a secure area but when the processing is completed they must be moved to an area away from sight and sound separation of adults.

7.4 When fingerprinting a juvenile, the fingerprint card with “Juvenile” stamped across the front will be used.

7.4.1 Have the juvenile sign the signature block.

7.4.2 The officer shall sign under “signature of person taking fingerprints,” and shall complete the “date” section of the card.

7.4.3 Turn the fingerprint card in with the juvenile custody report and the remaining information will be completed and sent to the Records Unit.
8.1 Section 211.031, 211.031.2.e, RSMo states that Juvenile Court shall not have jurisdiction over any child, over fifteen and one-half years of age, who is alleged to have violated a municipal traffic ordinance or a nonfelony state traffic regulation. When charged with a violation of city traffic ordinance, or a nonfelony state traffic regulation, they shall be treated in court as an adult traffic violator.

8.1.1 Traffic tickets issued to juveniles over fifteen and one-half years of age will be set on a regular arraignment date.

8.1.2 Juveniles will not be detained in a jail or other adult facility (RSMo 211.033) where they will have any contact with adult prisoners. This provision includes "sight and sound separation."

8.1.2(a) Juveniles are to be released to parent or guardian as soon as possible. If parent or guardian cannot be contacted, Greene County Juvenile will be contacted for detention.

8.1.3 Driving under the influence, fifteen and one-half year old juveniles.

8.1.3(a) Officers are authorized to administer chemical tests to juveniles suspected of operating a motor vehicle while under the influence of intoxicants.

8.1.3(b) The adult Miranda Warning will be read to the juvenile prior to questioning as required on Missouri Department of Revenue Alcohol Influence Report form #2389.

8.1.3(c) Intoxicated juveniles will not be released on their own while intoxicated. After satisfying bond requirements, juvenile traffic offenders will be released to a parent or guardian or responsible adult.

8.1.3(d) Officers shall take possession of any Missouri Driver's License held by an intoxicated juvenile driver in accordance with administrative revocation procedures required by the state.

8.1.4 Traffic Warrants
8.1.4(c) If unable to contact a parent or a guardian, Greene County Juvenile will be contacted for detention.

8.2 Juveniles Under Age Fifteen and One-Half

8.2.1 In traffic cases involving juveniles under age fifteen and one-half, the following guidelines shall be followed:

8.2.1(a) Any vehicle operated by a juvenile who is charged with a traffic violation shall be towed unless the vehicle can be released to its legal owner.

8.2.1(b) If a Missouri Uniform Accident Report is completed and a juvenile is involved, do not enter any information concerning criminal charges against the juvenile in the narrative section.

8.2.1(c) When apprehended, the juvenile may be released at the scene to a parent/guardian or a responsible adult or transported to the station.

8.2.2 Driving under the influence.

8.2.2(a) The juvenile will be informed of his Constitutional rights as prescribed in the Miranda/McMillen warning.

8.2.2(b) Juveniles will also be advised prior to submitting to a chemical test that:

• Is not mandatory.

• If the test indicated that they were under the influence, the information can and will be used against them in a juvenile court.

8.2.2(c) In Greene County, a deputy juvenile officer must be notified before the juvenile is administered a chemical test to determine intoxication.

8.2.2(d) DOR Form 2839 will be completed by the arresting officer and submitted with the test results through normal channels to the Records Unit. DOR Form 2839 will be completed even if the chemical test was not administered.

8.2.2(e) Juveniles charged with driving while intoxicated will be processed as follows:

• Charged and released at the station: the apprehending officer will arrange for a chemical test, if agreeable to the juvenile, complete DOR Form 2389, the juvenile will then be released to the custody of his
8.2.2(f) Juveniles are not to be detained in a jail or adult detention facility where they will have sight or sound contact with adult prisoners.

9 INCORRIGIBLE JUVENILES
9.1 "Incorrigeibility" means a juvenile is beyond parental control. Incorrigible juveniles are classified as "Status Offenders" which are those juveniles whose conduct would not be a crime if committed by an adult.

9.1.1 Officers who come into contact with a reported incorrigible juvenile will:
9.1.1(a) Determine if a status offense has been committed by the juvenile (e.g. destruction of property, assault) and properly document that information.
9.1.1(b) Determine if the juvenile has displayed behavior that is injurious to themselves or others.

9.2 In the absence of a documented offense or injurious behavior displayed by the juvenile, officers will inform parents/guardians of their responsibility to seek assistance from the Greene County Juvenile Center. Contact can be made with the Juvenile Center during normal working hours to discuss the particular problem and seek advice for guidance or alternative solutions. When there is an offense, normal juvenile processing procedures will be followed.

10 MISSING AND RUNAWAY JUVENILES
10.1 The missing/runaway juveniles investigative function is performed by the Criminal Investigations Section. The taking and receiving of missing/runaway reports will be completed by the Uniform Operations Division.

10.1.1 Such reports will only be taken from parents/guardians or other adults with authority for custody of the juvenile.

10.1.2 If the missing juvenile is under the jurisdiction of a Missouri Court, no report will be taken and the complaining party will be directed to contact the proper court for warrant issuance.

10.1.3 Reports will be taken on missing juveniles who were last seen in Springfield, but may not be Springfield residents.

10.2 When an officer comes in contact with a missing/runaway juvenile, and the filing of criminal charges by investigations, or processing by Juvenile Court is not necessary, the juvenile will be released to the custody of a parent/guardian or other responsible adult. If the missing/runaway juvenile is accepted by a responsible adult, the information will be included in the narrative.
When a parent/guardian or other responsible adult is unavailable or refuses to accept responsibility, the officer will transport the missing/runaway juvenile to Juvenile Detention.

A preliminary investigation is to be conducted whenever a Missing Person Report is received. The purpose is to verify the report and to obtain necessary information to locate the person missing.

In instances involving a small juvenile, the initial investigation begins by checking the child's home. Conduct a search of the home to verify the youth is not sleeping or hiding.

After determining the child is missing, obtain the following information from parents, guardians, friends and acquaintances.

- Sufficient background information to determine the possible reason the juvenile left home and his or her whereabouts.
- Inquire into family relationships and attitudes.
- Determine if there are problems within the home.
- Find out if the missing juvenile displayed recent or unusual changes in attitude or interest toward the family.

Establish the identity of the missing juvenile's friends, and information concerning interests and activities.

- Establish the identity of the missing juvenile's friends, and information concerning interests and activities.
- Interview and obtain information from friends.
- Ascertain the hobbies, interests and hangouts to help locate the runaway.

Obtain a recent photograph for possible reproduction.

Instruct the parents to notify the department of any new developments or when the child returns home.

A copy of the runaway/missing person report will be disseminated at roll calls.

CAPIAS WARRANTS

All juveniles apprehended on the authority of a capias warrant issued by Greene County will be taken to the Greene County Juvenile Justice Center.

The apprehending officer will complete the return portion of the original capias warrant on file in the Juvenile Justice Center.

The apprehending officer will complete a police report and Juvenile Custody Report containing details pertinent to the apprehension. Copies of the reports will be sent to Greene County Juvenile.

All juveniles apprehended on the authority of an outside Greene County capias warrant will be taken to the station for disposition.
11.2.1 The apprehending officer will contact the appropriate County Juvenile Justice Center to determine:

11.2.1(a) The detention facility where the juvenile will be taken.

11.2.1(b) Location of the original capias warrant and instructions for the completion of the return portion of the warrant.

11.2.2 The juvenile will be transported to the facility designated by the deputy juvenile officer contacted.

The apprehending officer will complete a police report and Juvenile Custody Report detailing information about the apprehension. A copy of the report shall be sent to the facility with the capias warrant.

12 RELEASE TO PARENTS OR GUARDIAN

12.1 Under no circumstances will a juvenile offender in temporary custody, be released to go home alone or to anyone other than a parent or guardian or their designee.

12.2 If the parent/guardian or other designated adult refuses to accept custody, the juvenile should be released to Greene County Juvenile authorities.

12.2.1 Juvenile Detention may authorize that the juvenile be released to another family member, if available.

13 THE ROLE OF THE POLICE IN CONTROL AND PREVENTION OF DELINQUENCY

13.1 The Springfield Police Department recognizes that the juvenile justice system is dedicated to the protection and rehabilitation of juveniles.

13.1.1 Police officers are entrusted with enforcing laws which protect juveniles.

13.1.2 Officers should remember that spending extra time with a juvenile offender may impact a juvenile enough to aid in the rehabilitation process.

13.2 Each officer can help to control and prevent juveniles from becoming adult criminals by:

13.2.1 Learn the trouble areas and patrol these frequently.

13.2.2 Arrest adults responsible for contributing to the delinquency of children.

13.2.3 Learn state and city laws pertaining to juveniles and enforce them.

13.2.4 When large groups of juveniles are observed loitering on streets late at night, learn the purpose of their presence.

13.2.5 When you observe conditions that establish child neglect or contributing to delinquency, investigate further and report findings to
the appropriate authority, Division of Family Services and/or Department investigator.

13.2.6 Check children of school age when observed on the streets during school hours to ascertain if they are legally excused from school.

13.2.7 Patrolling near schools before and after school hours is a good way to prevent juvenile problems. (44.2.4) (44.2.5)

13.3 In an effort to improve communications between the police and the school, and to improve police community relations, the Police Department's D.A.R.E. and Crime Prevention officers are assigned to assist with school and community programs.

13.3.1 The following objectives have been established to improve communications between the Police and the school:

13.3.1(a) Inform the school of community problems that may effect them.

13.3.1(b) Inform the school of students that may cause them serious problems (Safe Schools Act).

13.3.1(c) Aid in recognizing deviant student behavior.

13.3.2 To improve Police-community relations:

13.3.2(a) Make citizens aware of police related juvenile problems.

13.3.2(b) Involve the community in programs to help with juvenile problems.

13.3.3 Assist school officials in the counseling and immediate action.

14 GOVERNMENTAL AND SOCIAL SERVICE AGENCIES THAT PROVIDE YOUTH SERVICES

14.1 Division of Family Services Hot Line (800-392-3738)

14.2 Division of Family Services Investigation (895-6000)

14.3 Greene County Juvenile Court (868-4008)

14.4 Juvenile Detention Greene County (868-4008)

14.5 Division of Youth Services (895-6485)

14.6 Lakeland Hospital, Burrell Mental Health, Marion Center

15 ANNUAL EVALUATION OF PROGRAMS AND POLICIES (44.1.2)

15.1 The Criminal Investigations Section Commander will conduct an annual evaluation and review of all policies dealing with juveniles. The CID Commander will insure that CID personnel are members or representatives, of multi-discipline juvenile or youth organization such as M/CAP, Child Advocacy, Task Force on Gang & Youth Violence, etc.).
15.2 The Youth Service programs will rely upon and encourage input from other elements of the juvenile justice system for input for evaluation. This shall include:

15.2.1 Greene County Juvenile System
15.2.2 Greene County Prosecutor's Office
15.2.3 Springfield Police Department Criminal Investigations Section (44.1.3)

15.3 After a thorough evaluation of both quantitative and qualitative elements of the programs and policies and input from the other elements within the juvenile justice system, Springfield Police Department juvenile investigators.

15.3.1 Submit recommended written changes to the juvenile policies.

15.3.2 Submit written recommendations whether a specific program should:

15.3.2(a) Function as is.
15.3.2(b) Be modified.
15.3.2(c) Be discontinued.

15.4 The written changes and/or recommendations will be forwarded through the chain of command.

16 RECREATIONAL YOUTH PROGRAMS (44.2.5)

16.1 Officers may periodically receive assignments of a proactive, tactical or supportive nature in connection to youth programs.

16.2 Police presence is encouraged at youth recreational events sponsored by the community. Officers should take this opportunity to promote good police communications.
Narcotics, Organized Crime, and Vice

I  Policy

Although it is the responsibility of each sworn member of the Springfield Police Department to enforce and investigate all criminal activity including vice, narcotics and organized crime, the Special Investigations Section (SIS) has been established specifically to respond to white collar crime, money laundering, drug trafficking, vice, economic, and organized crime activities. The Springfield Police Department will monitor these sophisticated criminal organizations and will utilize appropriate investigative strategies, in conjunction with other involved law enforcement agencies, to identify members, develop criminal cases for prosecution offenders and dismantle the organization.

II  Procedure

1  CHARACTERISTICS AND EXAMPLES

1.1  Organized crime groups are characterized by:

• A goal to perpetuate the life of the group
• Financial or economic gain
• Advancement of power or influence
• Criminal activity

1.2  Organized crime groups may utilize intimidation, violence, or political corruption to advance its goals

2  INVESTIGATIONS

2.1  The S.I.S. will routinely investigate vice/organized crime, and drug trafficking activities including, but not limited to:
2.1.1 Manufacturing, Distributing and possession of controlled substances (illicit drugs)
2.1.2 Illegal, sale or distribution of firearms and explosives.
2.1.3 Prostitution
2.1.4 Pornography
2.1.5 Illegal gambling
2.1.6 Loan Sharking
2.1.7 Corruption
2.1.8 Violations of Municipal Ordinances pertaining to Adult entertainment
2.1.9 Gang related crimes of violence and vandalism.

2.2 All intelligence information and complaints shall be reviewed and evaluated by the appropriate Special Investigations Supervisor for possible assignment.

2.3 The S.I.S. Supervisor will assign and/or authorize investigations based on the following criteria:
2.3.1 Nature of intelligence/complaint
2.3.2 Validity
2.3.3 Availability of resources
2.3.4 Priority

3 REPORTS AND RECORDS (43.1.1)
3.1 All members of the department are responsible to report any suspected vice, narcotics, or organized crime activities. A thorough preliminary investigation will be conducted in a manner similar to all other criminal investigations and shall include witness information and statements. The S.I.S. shall evaluate all information received and investigate crimes in conjunction with other investigative units.

3.2 All complaints of vice, narcotics, or organized crime shall be recorded on the appropriate police report form and may be issued a standard complaint number if appropriate. (43.1.1a)
3.2.1 Intelligence information not alleging a specific criminal act may be forwarded directly to the Crime Analysis/Intelligence Unit.

3.3 The Crime Analysis/Intelligence Unit shall analyze available intelligence and assist investigators in identification of criminal organizations, networks, their activities, and characteristics of targeted victims. (43.1.5)

3.4 Each Special Investigations case file shall include full documentation of all correspondence or other information sent and received to/from outside agencies. (43.1.1c)

3.5 All active, open cases involving vice, drug and organized crime investigations shall be locked in a secure storage unit by the case investigator. They shall not be placed into the Central Records system until a final disposition has been made, and/or at the direction of an S.I.S. Supervisor. (43.1.2)
3.6 The S.I.S. shall track and document statistical information and maintain a complete log of all vice, narcotics, and organized crime complaints. (43.1.1b)

4 COVERT AND UNDERCOVER OPERATIONS

4.1 General Information

4.1.1 S.I.S personnel who are assigned covert assignments will prepare cover stories for home and work credibility. They shall not disclose their assignment to anyone outside of family and the criminal justice community. (43.1.5)

4.1.2 S.I.S. personnel shall be responsible for and shall maintain overall confidentiality of their cover and the cover of other assigned officers who are with the Springfield Police Department or other agencies, as well as the security and confidentiality of the S.I.S. office. (43.1.5)

4.1.2(a) Any employee knowing the location of the S.I.S. office shall keep that information on a need to know basis. Need to know is limited to only persons that have a legitimate reason, with prior approval of an S.I.S. Supervisor, to physically visit the office. This includes other sworn personnel.

4.1.3 The S.I.S. Supervisor shall issue equipment to covert officers as necessary for them to safety and effectively perform their duties.

4.1.4 Officers assigned to undercover operations in vice, drug and/or organized crime investigations shall be responsible for enforcement actions requiring undercover infiltration, drug buys, and deployment of decoys.

4.2 The S.I.S. shall utilize all acceptable methods when conducting covert operations and utilize electronic surveillance equipment necessary for the successful completion of the operation.

4.3 There are three basic types of Covert Operations:

4.3.1 Raids
4.3.2 Undercover infiltration, deployment of decoys
4.3.3 Surveillance

4.4 The case investigator shall prepare a Covert Operations Plan for each operation.

4.4.1 The plan will provide information regarding the overall objective while incorporating methods, officer safety, target area and contingencies.

4.4.2 The Operations Plan will include type of operation, suspects, location, suspect vehicles, radio assignments, special problems/considerations, involved officers, confidential informants, arrest/trouble signals, equipment and instructions.
4.4.3 The case investigator will ensure that all assisting personnel are informed of the details of the plan.

4.4.3(a) If time permits, the plan should be reduced to writing, and all participants provided a copy, with the original being forwarded to the appropriate S.I.S. Supervisor. (43.1.5)

4.4.4 All operations plans will be reviewed and approved in advance by an S.I.S. Corporal, Sergeant, or Commander.

4.4.4(a) Verbal approval can be given in those instances in which a S.I.S. Supervisor or Commander is not physically present upon completion of the operations plan.

4.5 S.I.S. Supervisors will keep all completed operations plans on file for a period of one year from the date of the operation.

4.6 The appropriate S.I.S. Supervisor shall be notified prior to all undercover operations. The undercover officer shall brief the supervisor about the investigation and any plans that have been made. The S.I.S. Supervisor is responsible for coordinating overall activities. (43.1.5)

4.7 The safety of innocent bystanders, cooperating individuals, and undercover officer(s), will have priority over all other consideration, when planning, and executing an undercover operation.

4.8 The security of official funds is the responsibility of the undercover officer, and must be considered with the investigative objectives.

4.9 The following shall also be considered during the planning, and execution of an undercover operation: (43.1.5)

4.9.1 The true identity of the suspect should be obtained, method of operation, associates, places frequented, etc.

4.9.2 Make provisions for adequate auditory and/or visual surveillance prior to, during and after the purchase.

4.9.3 Prearrange methods of communication, signals, rendezvous, points, etc. (43.1.5)

4.10 Money used during undercover operations as a flash roll or buy money shall be photocopied prior to start of the operation by the U/C officer. The officer shall sign and record the date and time the money was photocopied and submit it to the case file.

4.11 While acknowledging that any covert operation has certain inherent dangers, the decision to continue a specific operation must be continually evaluated by the officers involved, the supervisor, and the commander.

4.11.1 Covert operations will be terminated when the danger level of the operation outweighs the benefit of obtaining the intelligence or making the case.
4.11.2 The decision to abandon the operation may be the most intelligent course of action, and may be made at the involved officer(s) discretion at any time, based on his judgement, knowledge, or instinct. At no time will an officer be criticized for the decision to abandon an operation.

INVESTIGATIVE AND ADMINISTRATIVE FUNDS (43.1.5) (43.1.3)

5.1 The S.I.S. Supervisors shall maintain the accuracy of records reflecting the expenditures of funds, and shall conduct audits of expense accounts assigned to S.I.S. personnel.

5.2 Expense Funds shall be issued to the individual officers assigned to S.I.S. by the Supervisor. The funds shall be used for legitimate investigative expenses as per SOG 402.7, Covert and Investigative Funds.

5.3 Officers shall be accountable for all expenditures they make, and insure expenditures are valid and documented properly on an expense report.

5.4 All expenditures are the responsibility of the individual officer, to insure that they are valid and documented properly on weekly expense reports.

RAIDS (SEARCH WARRANTS)

6.1 All raids will be conducted in accordance with RSMo 542.260 and in service of a valid search and seizure warrant. Any use of force will be accordance with current departmental procedures. (43.1.5)

6.2 Investigators are required to complete an operations plan review and forward it to the appropriate S.I.S. Supervisor for review and approval prior to the execution of the warrant. (43.1.5)

6.3 Unless directed otherwise by the S.I.S. Commander, S.R.T. will be utilized on all high-risk search warrants.

6.4 All search warrants requiring dynamic entry and/or special clearing techniques will be executed by S.R.T. unless otherwise directed by the CID or UOD commander. (43.1.5)

6.5 The case investigator shall notify the S.R.T. Supervisor and provide the information necessary for a comprehensive raid plan including a copy of the:

6.5.1 Operations plan

6.5.2 Search warrant

INTERUNIT, AND INTERAGENCY COORDINATION AND ASSISTANCE (43.1.5)

7.1 S.I.S. officers assigned to a federal, or multi-jurisdictional task force will act as liaisons for the Springfield Police Department, and coordinate inter-agency activities with the appropriate S.I.S. supervisor. Requests by these task forces for assistance within other Sections or Units within the Police
Department will be made by an S.I.S. Supervisor, to the appropriate Commander or Supervisor of the other Section or Unit.

8 EXECUTIVE COMMAND BRIEFING AND REPORTING PROCEDURES
(43.1.6)

8.1 It is the responsibility of the CID Commander, or his designee to submit a written status report to the Chief of Police on a monthly basis which shall include, but is not limited to information relating to vice and organized crime activities affecting Springfield, Missouri. Included in these reports shall be a summary of:

8.1.1 Complaints
8.1.2 Investigations
8.1.3 Arrests
8.1.4 Seizures
8.1.5 Training
8.1.6 Personnel changes or activities
8.1.7 Other pertinent information

8.2 Monthly reports complete with a summary of activities and statistical data will be completed by the S.I.S. Commander and forwarded to the CID Commander who will submit to the Chief of Police. These reports will include:

(43.1.6)

8.2.1 Complaints
8.2.2 Investigations
8.2.3 Arrests
8.2.4 Municipal Court Summons (ordinance violations)
8.2.5 Search Warrants
8.2.6 Seizures (contraband)
8.2.7 Seizures of cash and property eligible for Federal forfeiture
8.2.8 Cases presented for prosecution

8.3 Quarterly activity reports will be completed by the S.I.S. Commander and forwarded to the CID Commander who will forward information to the Chief. These reports will include: (43.1.6)

8.3.1 Long term covert operations
8.3.2 Joint agency investigations (OCIDEFT etc.)
8.3.3 Personnel changes, assignments, and activities
8.3.4 Individual and unit training
8.3.5 Federal forfeitures (received)
8.3.6 Intelligence information concerning vice, drug, and organized crime activities affecting Springfield, Missouri.

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EQUIPMENT, TECHNICAL SUPPORT, ELECTRONIC SURVEILLANCE (43.1.4)

9 Authorized Use of Surveillance and Undercover Equipment

9.1 General Requirements

9.1.1 Department surveillance and undercover equipment will be used to obtain intelligence information, and/or evidence for a criminal investigation.

9.1.1(b) The manner in which the equipment issued will not violate Federal or State Law.

9.2 Security and Storage of Surveillance and Undercover Equipment (43.1.4)

9.2.1 Specialized surveillance equipment is available at the offices of Special Investigations Section, Criminal Investigation Section, and Special Response Team.

9.2.2 All department surveillance and undercover equipment assigned will be stored in a secure location when not in use.

9.2.3 S.I.S., C.I.S, and S.R.T. Commanders will assign investigators as technical support officers, as necessary.

9.2.4 The Technical Support Officer(s) will receive specialized electronic surveillance equipment training and maintain surveillance equipment in a state of operational readiness.

9.2.5 The Technical Support Officer(s) will report all deficiencies to the Section Commander.

9.2.6 Each Section Commander, or his designee, will conduct a bi-annual inspection of surveillance equipment, and inventory records.

9.2.7 Any person using the surveillance equipment shall be required to sign in/sign out surveillance equipment on an established equipment log and record the date, time, make, and serial number of equipment.

9.2.8 The Section Commander must authorize the use of equipment assigned to a specific section, by personnel not assigned within that section, or by outside agencies.
I Policy

The Department hereby establishes policy for processing custody and non-custody vehicle tows by its employees as required in Ordinances 22-186 through 22-196 and Missouri State Law 304.155.

II Definitions

**Custody Tow** - A vehicle is towed because it is parked illegally, stolen and recovered, abandoned, disabled on a public street, ordered removed by the Police Department or other authorized agent of the City because of a violation of law (including trespass to private property), vehicles impounded by the Police Department, and vehicles ordered removed from private or public property by the Municipal Court under the nuisance ordinances of the City. Tows resulting from accidents are custody tows if the operator is arrested or incapacitated to the extent that he is unable to request a tow service.

**Non-Custody Tow** - A vehicle is towed at the request of a citizen for assistance in the removal of his/her vehicle.
III Procedure

1 TOWING PROCEDURE FOR CUSTODY TOWS
   1.1 The officer will complete the Crime Inquiry and Inspection Report/Authorization to Tow form (Attachment #1) according to the directions for this form contained in SOG 401.6, Field Reporting, Appendix # 14.
   1.2 Prior to releasing a vehicle to the custody tow operator, the officer shall make every effort to obtain the VIN of the towed vehicle. If a VIN cannot be located, the officer shall note this on the tow form, make a copy of the form, and forward the copy to the Traffic Section.

2 TOWING PROCEDURE FOR NON-CUSTODY TOWS
   2.1 A citizen requesting assistance with removing their disabled vehicle may request any tow service that can respond in a reasonable period of time. The officer will have Communications call the requested service.
   2.2 In the event the citizen does not have a specified non-custody tow request, the officer shall have the citizen select a tow service from the current non-custody tow list. Under no circumstances may an officer recommend a tow service.
   2.3 The Internal Affairs and Inspections Unit will be responsible for updating the non-custody tow list monthly. The list will be available to all employees. When a new list is issued, the old list shall be destroyed.

3 RELEASE OF CUSTODY TOWED VEHICLES
   3.1 The Records Unit is responsible for owner notification and the release of custody towed vehicles in accordance with applicable City Ordinances and State Statutes.
   3.2 Detailed procedures for the notification and release processes shall be maintained in the Records Unit Procedure Manual.

IV Attachments

1 Crime Inquiry and Inspection Report/Authorization to Tow form (DOR-4569, Rev. 8-96)
Uniform Traffic Enforcement Policies

I  Policy

It is the policy of the Springfield Police Department to enforce the traffic laws of the city and the state in a manner that is as uniform as possible. Due to the varying circumstances that can occur, total uniformity is not possible. All personnel who take enforcement action must use their discretion and good judgement while engaged in traffic enforcement activities.

II  Procedure

There are a number of basic procedures for the handling of certain traffic violations that are uniform in nature. Department members involved in traffic enforcement activities must make the final decision on the type of enforcement action to be taken based on their training, experience and common sense.

1  IMPAIRED DRIVERS

Persons who are impaired due to the use of alcohol or drugs present a significant threat to the safety and welfare of everyone who uses city streets and highways. Department members shall be constantly alert for impaired drivers and shall take a proactive approach in removing these drivers.
SOG 405.2
Uniform Traffic Enforcement Policies

1.1 Persons suspected of driving or operating a motor vehicle while intoxicated must be removed from the streets. Officers shall arrest drivers for whom there are sufficient probable cause to believe the drivers are intoxicated.

1.2 When officers contact impaired individuals who are attempting to operate a motor vehicle, the officers must make arrangements to ensure these people do not drive.

2 DRIVING PRIVILEGES SUSPENDED OR REVOKED
During traffic enforcement activities, officers will encounter drivers who have had their driving privileges suspended or revoked.

2.1 Officer shall take the appropriate action by citing these drivers to court.

2.2 After the traffic stop has been completed, officer shall not allow these drivers to continue to drive.

3 SPEEDING VIOLATIONS
Drivers stopped for violating the posted speed limits can be warned or cited to court. Individual officers may use their discretion on establishing their own tolerance limits within the following guidelines.

3.1 Drivers exceeding the posted speed limit by less than 10 mph may be warned or cited.

3.2 Officers should always be alert to speeding violations around them. When observed, violators should be stopped. The officer has discretion to take the following action; (61.1.5(c))

3.2.1 Verbal warning;
3.2.2 Written warning;
3.2.3 Traffic summons;
3.2.4 Officers should not make a physical arrest unless approved by a supervisor;

3.3 Officers observing a driver flagrantly exceeding the posted limit should attempt to stop the violator. The officer shall continuously assess the danger in catching up to the violator. Once stopped, the officer should issue a summons unless information gathered during the stop dictates otherwise.

4 OTHER HAZARDOUS MOVING VIOLATIONS
A number of different hazardous violations are committed by drivers. Many of the violations can result in motor vehicle accidents, injuries and death. Officers shall be

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1 Enforcement discretion revised, Policy Change Order 99-034, 10/1/99
Uniform Traffic Enforcement Policies

alert to this type of violation and take the appropriate action with the violators. Some other hazardous violations are:

4.1 Careless and Imprudent driving;
4.2 Following Too Close;
4.3 Improper Turn;
4.4 Failure to Yield the Right-of-Way;
4.5 Disobey a Traffic Signal or Stop Sign;
4.6 Speed Too Great for Existing Conditions.

5 OFF-ROAD VEHICLE VIOLATIONS
Various city ordinances deal with the operation of motor vehicles off of road ways. Officers should be familiar with these ordinances and take the appropriate action with violators.

5.1 Officers may take enforcement action against drivers who operate a motor vehicle on private property who are intoxicated or who operate in a careless and imprudent manner.

5.2 City ordinances prohibit the operation of motor vehicles within city parks.

6 EQUIPMENT VIOLATIONS
Officer may take enforcement action against the operators of motor vehicles that are in violation of the various laws and ordinances dealing with equipment on the vehicles. Officers should use their discretion on the issuance of warnings versus citations to court.

7 COMMERCIAL VEHICLE VIOLATIONS
State Law requires many operators of commercial vehicles to possess a valid Commercial Driver's License (CDL). Officer should be familiar with the special restrictions and requirements for persons with CDLs and should take appropriate action in regards to violations.

8 NON-HAZARDOUS VIOLATIONS
Many laws and ordinances exist that govern motor vehicle operations that are not hazardous moving violations. Officers shall be familiar with such laws and be attentive to violations. Some of these violations require special emphasis by police personnel.

8.1 Child restraint laws are often violated. Since a child who is not properly secured in a motor vehicle is at great risk in the event of an accident, officers should be alert to such violations. Officers may use their discretion on the type of enforcement action to be taken on such violations. Officers should ensure that the violator understands the law and attempt to gain compliance.
8.2 Seat belts law should be enforced when violators are stopped for other violations.

9 MULTIPLE VIOLATIONS
Often a traffic law violator will violate more than one law or ordinance at a time. Officers may issue citations for all violations observed or may issue a citation for the most serious violation and issue warnings for the other violations.

9.1 When multiple violations are cited, the officer should cite the violator to one court.

9.2 For example, when citing a person arrested for DWI and the person is to be cited into Associate Circuit Court all other violations associated with the same event should also be cited into Associate Circuit Court.

10 NEWLY ENACTED LAWS
When new laws or ordinances are enacted that govern motor vehicle operations officers should consider allowing a 30 day grace period before violators are cited to court. Depending upon the nature of the law, officers may elect to warn violators during this grace period.

11 VIOLATIONS RESULTING IN TRAFFIC ACCIDENTS
Officers shall take the appropriate enforcement action while investigating traffic accidents. The action taken should be based upon driver's accounts, witness statements and physical evidence. When only differing driver's accounts are available it is proper to not issue any summonses.

12 PEDESTRIAN AND BICYCLE VIOLATIONS
Ordinances regulate the movements of pedestrians and bicycles upon city streets. Officers should be familiar with these ordinances. Often, officers may use these ordinances as educational tools when contacting violators.
Traffic Enforcement Procedures

I  Policy

It is the policy of the Springfield Police Department to take an aggressive, pro-active approach to the enforcement of laws and ordinances governing the operation of motor vehicles. The enforcement of traffic laws is the responsibility of all sworn personnel assigned to the Uniform Operations Division. The goal of such traffic enforcement is to reduce the number of people killed or injured and the amount of property damage caused by motor vehicle crashes.

II  Procedure

The procedures established in regards to traffic enforcement are intended to promote an aggressive but equitable enforcement practice by members of the Springfield Police Department. The goal of any enforcement action is to gain voluntary compliance with traffic laws.
1 ENFORCEMENT ACTIONS (61.1.2)
Upon stopping a traffic law violator, personnel shall take one of the following enforcement actions. The nature and location of the violation shall be considered when deciding on the appropriate action to be taken.

1.1 On minor, non-hazardous moving violations personnel may issue the violator a verbal or written warning. The issuance of a warning shall be considered in cases of minor, inadvertent violations.

1.2 Citations shall be issued to traffic violators in lieu of a custodial arrest in cases that do not fit the criteria for the issuance of a warning. Personnel are expected to issue citations to violators of hazardous moving violations, particularly for violations that commonly contribute to motor vehicle crashes. While issuing traffic citations, emphasis shall be placed upon the quality of the case and not solely on the quantity of citations issued.

1.3 Custodial arrests solely for traffic violations are not authorized except in cases of intoxicated drivers or when otherwise authorized by a Division supervisor.

2 SPECIAL TRAFFIC LAW VIOLATORS (61.1.3)
A number of individuals who are stopped for traffic law violations may require special handling due to their status.

2.1 Non-residents of the Springfield area should be handled in the same manner as residents unless they request special accommodations to be made.

2.1.1 Officers may attempt to make arrangements with the proper court to take a non-resident violator immediately to court if the summons is issued during normal court hours of operation and the violator requests it.

2.1.2 If approved by the court, officers may cite the violator to court at a time that the non-resident would be available to attend.

2.2 Juveniles may require special handling on traffic violations.

2.2.1 Missouri law allows juveniles 15 1/2 years old or older to operate a motor vehicle when in possession of a learner's permit. Violations by such persons should be handled in the same manner as adult violators.

2.2.2 Violators 16 years of age or older shall be cited to Municipal or Associate Circuit Court, depending on the type of violation.

2.2.3 Juveniles under the age of 15 1/2 shall be directed to report to Greene County Juvenile Court.
SOG 405.3
Traffic Enforcement Procedures

2.3 Both State and Federal legislators have legal privileges in certain circumstances.
2.3.1 Members of the United States Congress may not be detained for the issuance of a summons while they are in transit to or from the Congress of the U.S.
2.3.2 State Senators and Representatives shall be privileged from arrest in all cases except treason, a felony or a breach of the peace during the session of the General Assembly and for 15 days before the commencement and after the termination of each session.

2.4 Foreign diplomats, their families and their employees are granted certain privileges by the United States Government.
2.4.1 Diplomats and their families enjoy full immunity.
2.4.2 Employees of diplomatic missions and members of their families enjoy immunity only with respect to acts performed in the course of their official duties.

The burden to claim immunity is upon the diplomat through the presentation of valid credentials.

2.5 Military personnel shall be treated in the same manner as residents.

3 INFORMATION FOR VIOLATORS CITED TO COURT (61.1.4)
Any time a motorist is cited to appear in court on a traffic violation, the officer issuing the citation shall provide information about the violation and court appearance to the violator.
3.1 The violator shall be informed as to the specific charge for which they have been cited.
3.2 The violator shall be informed of the court in which they are to appear, the date and time of that appearance and the requirement that they appear.
3.3 Violators cited into Municipal Court for violations listed on the Municipal Court "pay by mail envelope" shall be supplied with an envelope and shall have the procedures for using the envelope explained to them.

4 OPERATOR'S LICENSE REEXAMINATION REFERRALS (61.1.12)
During traffic enforcement activities and other activities related to the operation of motor vehicles, personnel may contact individuals who have suspected conditions that might prevent them from exercising reasonable and ordinary care over a motor vehicle.
SOG 405.3
Traffic Enforcement Procedures

4.1 Persons who fail to demonstrate an acceptable level of skill to operate a motor vehicle due to age, physical or mental disabilities, disease or other conditions shall be reported to Missouri Department of Revenue.

4.2 Personnel encountering such persons shall complete a form letter to the Director of Revenue.

5 PARKING ENFORCEMENT ACTIVITIES (61.1.13)
Police personnel shall respond to citizens' complaints and take the initiative to enforce parking violations within the city. Some special programs exist to handle some of these violations.

5.1 Personnel may issue parking summonses for violations or they may elect to attempt to contact the owner of the vehicle to have it moved.

5.2 Traffic Services Officers of the Traffic Section have primary responsibility for parking violation enforcement. These officers should be used for parking violations when they are available.

5.3 Volunteer members of the Handicap Enforcement Action Team (HEAT) may take enforcement action on vehicles parked in spaces dedicated for use by handicapped individuals.
Selective Traffic Enforcement Program

I  Policy

It is the policy of the Springfield Police Department to use available data to assist in the direction of selective traffic enforcement activities. These activities are for the purpose of reducing the number and severity of vehicular accidents on the streets of Springfield. The goal of all traffic enforcement activities is to gain voluntary compliance to the traffic laws of the City and State.

II  Procedure

A number of people are killed or seriously injured each year in the city due to vehicular accidents. The department shall use available resources to analyze the causes and locations of vehicular accidents and shall take selective enforcement action to attempt to address the problem.

1  ANALYSIS OF TRAFFIC ACCIDENTS (61.1.1)

1.1  The Traffic Engineer's office of the city collects and compiles data on the location and causes of traffic accidents. This information is relayed to the Traffic Section Commander.
Selective Traffic Enforcement Program

1.2 The Traffic Section Commander shall review this information with Traffic Section Supervisors.
1.3 Traffic Section Supervisors shall use the information when making assignments to traffic enforcement officers.
1.4 The information provided by the Traffic Engineer shall also be passed to all UOD supervisors.

2 ANALYSIS OF TRAFFIC ENFORCEMENT ACTIVITIES (61.1.1)

2.1 All members of the Uniform Operations Division are responsible for enforcement of traffic laws. The analysis of the enforcement activities of individual officers is the responsibility of the officers supervisor.
2.2 Individual officers should direct their enforcement activities to areas within their assigned portion of the city that have a history of vehicular accidents.
2.3 Supervisors shall monitor the enforcement activities by comparing the locations of summonses issued with the problem locations.
2.4 The effectiveness of enforcement activities can be analyzed by reviewing the information provided by the Traffic Engineer.

3 IMPLEMENTATION OF SELECTIVE ENFORCEMENT TECHNIQUES (61.1.6)

3.1 Strategies and tactics used for selective traffic enforcement shall be consistent with the nature of violations occurring and their potential for interfering with safe traffic flow.
3.2 One or more of the following types of traffic control may be used:
   3.2.1 Line Patrol - patrol between two specific points on a given street.
   3.2.2 Area Patrol - moving patrol within a defined area.
   3.2.3 Directed Patrol - assignment of personnel to a specific location to address a specific enforcement issue.
   3.2.4 Stationary Traffic Observation - visible stationary observation and/or concealed stationary observation.
3.3 Personnel may use countermeasures that would be effective for specific enforcement problems. These countermeasures may include the use of:
   3.3.1 Marked police vehicles.
   3.3.2 Semi-marked police vehicles (no external light bars)
   3.3.3 Unmarked police vehicles (supervisory vehicles)
   3.3.4 Specialty vehicles (motorcycles, etc)
3.4 Qualified personnel may use radar during enforcement activities in either moving or stationary modes.
Selective Traffic Enforcement Program

4 DEPLOYMENT OF TRAFFIC ENFORCEMENT PERSONNEL (61.1.1)
4.1 Both Traffic Section and Patrol Section personnel may be assigned to selective enforcement activities. These assignments should be based on existing accident and/or violation problems.
4.2 Traffic Section personnel who are not primarily assigned to investigate accidents shall be assigned to selective enforcement activities.
4.3 Traffic Section personnel who are primarily assigned to investigate accidents shall conduct selective enforcement activities when not investigating accidents.
4.4 Patrol Section personnel shall conduct selective enforcement activities during their work shifts as part of their normal duties.

5 EVALUATION OF SELECTIVE ENFORCEMENT ACTIVITIES (61.1.1)
5.1 The Traffic Section Commander shall supply all UOD supervisors with the updated information compiled by the Traffic Engineer. The supervisors shall use this data in their evaluation of selective enforcement activities conducted by their personnel.

6 SPEED-MEASURING DEVICES (61.1.9)
Many police vehicles are equipped with radar units to be used in the detection of speeding violators. The radar units must meet certain specifications. Personnel operating the radar units must be qualified to operate the units.
6.1 All radar units must meet or exceed all NHTSA and IACP guidelines for police traffic radar. The units may operate on one of the following radar bands:
   6.1.1 X Band;
   6.1.2 K Band; or
   6.1.3 KA Band.
6.2 All radar units must be operated in accordance with the training received by the operator.
6.3 Officers operating radar units must verify that the units are functioning properly.
   6.3.1 Officers must perform an internal check of the units.
   6.3.2 Officers must also perform an external check of the units by using the appropriate radar tuning forks.
6.4 Radar units found to be malfunctioning shall be reported to the department's quartermaster.
6.5 All radar units shall be re-certified on an annual basis. This shall be the responsibility of the department's quartermaster.
6.6 Traffic Section personnel shall maintain a list of all personnel qualified to operate radar units.
SOG 405.4
Selective Traffic Enforcement Program

November 19, 1999
Traffic Accident Investigation

I Policy

It is the policy of the Springfield Police Department to respond to traffic accidents to prevent further injury or damage and to conduct an impartial and thorough investigation into the causes of the accident. Where weather or other conditions prevent immediate response, alternative procedures are approved. Investigating officers shall comply with modern professional standards for investigation and reporting of motor vehicle accidents.¹

II Definitions²

Terminology, accident classification decisions and reporting guidelines are pursuant to:

- The Missouri State Highway Patrol Accident Investigation Manual, most recent edition and;

III Procedure

1 RESPONSE TO TRAFFIC ACCIDENTS

¹ Policy statement revised per Policy Change Order 99-020, 7/1/99.
² Section added per Policy Change Order 99-020, 7/1/99.
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Traffic Accident Investigation

1.1 Departmental personnel shall respond to reported motor vehicle accidents including:
   1.1.1 Fatality accidents;
   1.1.2 Injury accidents;
   1.1.3 Non-injury accidents and;
   1.1.4 Private property accidents that meet the contained criteria;
   1.1.5 Accidents involving drivers impaired by alcohol and/or drugs;
   1.1.6 Hit and run accidents;
   1.1.7 Accidents that create major traffic congestion;
   1.1.8 Accidents involving hazardous materials;
   1.1.9 Accident involving city and other governmental vehicles/property;
   1.1.10 Accidents resulting in disturbances between involved drivers;
   1.1.11 Accidents requiring the towing of one or more vehicles. (61.2.2)

1.2 Personnel shall ensure that complete and thorough investigations of motor vehicle accidents are conducted.

1.3 Personnel shall accurately complete all appropriate reports related to traffic accidents.

2 REPORTING METHODS
2.1 Following the reporting criteria established by the State of Missouri, personnel shall complete a Missouri State Accident Report form for all assigned motor vehicle accidents.

2.2 Reportable accidents occurring on private property shall be reported on a Missouri State Accident Report form.

2.3 Personnel shall also complete other report forms necessary for each assigned accident. These include but are not limited to:
   2.3.1 Incidental Reports;
   2.3.2 All forms associated with a DWI arrest;
   2.3.3 Vehicle Impound report;
   2.3.4 DWI Vehicle Forfeiture form;
   2.3.5 Hit and Run report;
   2.3.6 Criminal Case report.

3 INCIDENTAL RESPONSE
3.1 Any on-duty member of the Springfield Police Department may be dispatched as the initial police response to a motor vehicle accident. Any department member may happen upon an accident prior to it being reported to Emergency Communications.
3.2 All traffic accidents can be reported and investigated by police. Officers shall not advise parties that theirs is a "non-reportable" accident.

3.2.1 If damage is extremely minor and if the parties involved ask if they can just exchange information officers can advise them to do so if:

3.2.1(a) Both drivers possess a valid driver's license,
3.2.1(b) Both have valid proof of insurance, or
3.2.1(c) The MSPH Uniform Accident Reporting System Guidelines for use of the "long form" do not apply.

3.3 The departmental personnel first on the scene of a motor vehicle accident shall take steps to ensure that the scene has stabilized. (61.2.3e)

3.3.1 Personnel shall attempt to ensure that additional injuries nor damage occur.

3.3.1(a) Personnel shall position their marked vehicle in such a manner to warn oncoming traffic of the situation and activate emergency lighting system.
3.3.1(b) Personnel first on the scene shall request additional assistance as needed to protect the accident scene from further injury/damage.

3.4 Once the scene is protected, the initial on-scene personnel shall check accident victims for injuries. (61.2.3b)

3.4.1 Personnel shall administer necessary first aid.
3.4.2 Personnel shall request medical assistance if needed, or requested by the victim.

3.5 The first personnel on scene shall be alert for potential hazards. (61.2.3c)

3.5.1 Personnel shall check for any possible fire hazard. If a fire hazard exist:

3.5.1(a) Personnel shall remove any non-essential people from the scene;
3.5.1(b) Personnel shall request a response to the scene by the Springfield Fire Department.

3.5.2 Personnel shall also be alert for any hazardous materials involved in the accident. Possible hazardous materials can include:

3.5.2(a) Vehicle fluids (gasoline, oil, antifreeze, battery acid, etc.)
3.5.2(b) Materials being transported in an involved vehicle. Types of materials being transported may be determined by:

• Placards on the side of a truck;
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Traffic Accident Investigation

- Shipping papers in the cab of a truck;
- Labels on individual containers inside of a truck;
- Interviewing the truck driver.

3.5.2(c) If it is determined or suspected that hazardous materials are involved in the accident personnel shall:
- Request a response by the Springfield Fire Department;
- Remove all people from the immediate area of the accident, giving consideration to wind direction;
- Request additional traffic control;
- Request a supervisor.

4 ASSIGNMENT OF ACCIDENT INVESTIGATOR (83.1.1)
Every effort shall be made to assign the appropriate personnel to investigate motor vehicle accidents based upon the seriousness of the accident. (61.2.3)

4.1 Traffic Section Major Accident Investigators (MAI) shall be the primary/investigator unit on the following motor vehicle accident types:
4.1.1 Fatality or probable fatality accidents;
4.1.2 Injury accidents;
4.1.3 If an MAI is not available, the primary investigator unit shall be assigned in the following order:
   4.1.3(a) Traffic Section accident investigation officer;
   4.1.3(b) Traffic Section enforcement officer;
   4.1.3(c) Patrol Major Crimes Investigator (MCI);
   4.1.3(d) Patrol police officer;
   4.1.3(e) Traffic Section Sergeant;
   4.1.3(f) Patrol Section sergeant (fatalities only).

4.2 A Traffic Section officer not assigned to enforcement only shall be the primary officer on reported non-injury accidents. If none are available, these accidents should be assigned in the following order:
4.2.1 Traffic Section officer assigned to enforcement only;
4.2.2 Traffic Section Major Accident Investigator;
4.2.3 Patrol Section police officer;
4.2.4 Patrol Section Major Crimes Investigator;
4.2.5 Traffic Section sergeant.

5 ADDITIONAL RESOURCES
SOG 405.5
Traffic Accident Investigation

The primary officer assigned to investigate a motor vehicle accident shall request additional resources as needed to safely and accurately complete the assignment. Some of the situations and resources are as follows:

5.1 Fatality accident (83.1.1)
   5.1.1 Additional MAI to assist with collecting data and other evidence;
   5.1.2 Additional personnel for traffic control (see below);
   5.1.3 Specialized equipment/personnel to complete measurements, photographing, and other activities.

5.2 Extreme traffic congestion
   5.2.1 Additional personnel to provide traffic direction/control:
       5.2.1(a) Traffic Section sworn personnel;
       5.2.1(b) Traffic Section Traffic Services Officers;
       5.2.1(c) Patrol Section personnel;
       5.2.1(d) Personnel from another agency (MSHP, GCSO, etc.)
   5.2.2 Information relayed to local radio stations and other media to inform citizens about the congestion and approximately how long the condition will continue.
   5.2.3 Barricades and other warning devices:
       5.2.3(a) Springfield City Services Center/Street Department;
       5.2.3(b) Missouri State Highway Department;
       5.2.3(c) Private vendors.

6 ACCIDENT INVESTIGATION
Department personnel shall complete a thorough and accurate investigation of assigned, reportable motor vehicle accidents. (61.2.1)

6.1 A reportable motor vehicle accident is an unintentional event, occurring on a traffic way, involving a motor vehicle in transport which causes death, injury and/or property damage.

6.2 Assigned personnel should complete a Missouri Uniform Accident Report form as the primary report document for motor vehicle accidents.

6.3 The Missouri Uniform Accident Report form shall be completed in accordance with the "Missouri Uniform Accident Report Preparation Manual."

6.4 Information that cannot be included on the report form shall be recorded on the appropriate departmental report form(s).

6.5 Assigned personnel shall ensure that all drivers involved in motor vehicle accidents and are capable of doing so exchange information with each other. This information should include the other driver's:
   6.5.1 Name;
SOG 405.5
Traffic Accident Investigation

6.5.2  Vehicle owner's name;
6.5.3  Vehicle license number;
6.5.4  Vehicle information;
6.5.5  Vehicle insurance information.

6.6  All drivers involved in the accident and are capable of receiving the information shall be supplied with the police report number, the time of the report and the location.

7  GATHERING INFORMATION AT A MOTOR VEHICLE ACCIDENT SCENE
Assigned personnel shall use all available information and resources to complete the investigation. (61.2.3d)

7.1  Assigned personnel shall attempt to separate involved drivers before questioning them about the accident.

7.2  Involved drivers who become involved in a disturbance should be separated as long as officer safety is not compromised.

7.3  Assigned personnel shall attempt to locate unbiased witnesses to the accident.
7.3.1  Passengers in a vehicle involved in the accident should not be considered to be unbiased.
7.3.2  Witnesses should be interviewed and their information should be noted.
7.3.3  Witnesses' names, addresses, and day time phone numbers should be obtained and recorded on the accident report form.

7.4  Assigned personnel shall evaluate physical evidence at the scene to support or discredit the involved persons' claims.
7.4.1  The approximate point of impact should be determined if possible.
7.4.2  The damage, location and amount, on all involved vehicles should be assessed.

7.5  The conditions of the area of the accident should be covered.
7.5.1  The road conditions (wet, dry, icy, etc.).
7.5.2  The condition of traffic control devices.
7.5.3  The terrain of the area.
7.5.4  The presence of obstacles to the drivers' vision.

7.6  If applicable, assigned personnel shall check the condition of the vehicles involved.
7.6.1  Check the brake capacity of the vehicles.
7.6.2  Check for vision obscuring articles with in the vehicle (other occupant, ice, snow, frost, load, etc.).
7.6.3  Check for functioning windshield wipers.
SOG 405.5
Traffic Accident Investigation

7.6.4 Check the condition of the vehicles tires.
7.6.5 Check for functioning vehicle lights.
7.7 Assigned personnel shall monitor the drivers and determine any unusual conditions.
7.7.1 Personnel shall be alert for signs of impairment due to alcohol and/or drugs.
7.7.2 Check for any physical limitations of the drivers.
7.7.3 Check for any signs that a minor injury may be more serious.

8 MOTOR VEHICLE ACCIDENT VICTIMS PROPERTY
Investigating personnel shall be responsible for the security of accident victims property at the scene if the victim is unable to care for it. (61.2.3f)
8.1 If a victim is transported from the scene, personnel shall attempt to have small items of value transported with the victim. These may include but are not limited to:
8.1.1 Wallets, billfolds, purses;
8.1.2 Check books;
8.1.3 Jewelry;
8.1.4 Items possibly containing cash (bank bags, etc.)
8.1.5 Prescription drugs.
8.2 Items of value may be released to family members of the victim.
8.3 If a custody tow is required for the victim's vehicle, personnel shall complete an inventory of the vehicle and record the contents on a Crime Inquiry and Inspection Report/Authorization to Tow form [DOR-4569(8-96)].

9 TOWING OF VEHICLES INVOLVED IN A MOTOR VEHICLE ACCIDENT
Assigned personnel shall be responsible for ensuring that vehicles involved in an accident are removed from the scene in a timely manner.
9.1 Personnel shall attempt to honor any request made by an accident victim in regards to their personal preference for the removal of their vehicle from an accident scene by a towing service. Consideration should be given to:
9.1.1 Response time of the towing service;
9.1.2 Existing traffic congestion, and;
9.1.3 Number of calls-for-service holding.
9.2 If a victim has no preference for a towing company, personnel shall have the victim select a tow service from the City-approved rotation tow list.
9.3 If a victim is incapacitated and cannot select a tow service their vehicle shall be towed by the custody tow company.
9.4 If a driver of a vehicle involved in an accident is arrested, the person's vehicle shall be towed by the custody tow company.

9.5 If there is the possibility of felony charges being filed on a driver (Second Degree Assault, Manslaughter, etc.), a custody tow must be used and a "HOLD" placed on the vehicle.

10 CLEARING OF DEBRIS FROM AN ACCIDENT SCENE
Personnel shall ensure that all potentially harmful debris is removed from the accident scene.

10.1 If a tow company is called to remove a vehicle from the scene, assigned personnel shall ensure that the tow truck operator removes all debris.

10.2 If no tow company is needed at the scene, assigned personnel shall request the appropriate agency be notified to remove the debris.

10.2.1 On a city-maintained roadway and/or right-of-way, the City Service Center shall be requested.

10.2.2 On a state-maintained roadway and/or right-of-way, the State Highway Department shall be requested.

10.3 If the accident involved is a hit and run accident debris at the scene that possibly came from the suspect vehicle may be collected as evidence.

10.3.1 Debris collected as evidence should be of such nature that it can be used to match with the suspect vehicle. Articles such as dirt, fluids, etc. should not be collected.

10.3.2 Debris collected as evidence shall be handled in the same manner as all evidentiary items.

10.4 If a small amount of debris exist and personnel responsible for removing it have not arrived by the time the officer completes the accident investigation the officer should attempt to remove the debris out of the roadway (to the curb line, on the parkway, etc.).

11 HIT AND RUN ACCIDENTS
Personnel assigned to investigate Hit and Run accidents shall handle these in the same manner as other motor vehicle accidents and complete some additional task.

11.1 As soon as possible, after arriving at the scene of a hit and run accident, personnel shall relay information about the suspect vehicle to other personnel. Personnel should determine and relay:

11.1.1 Suspect vehicle description;
11.1.2 Suspect vehicle direction of travel;
11.1.3 Probable cause on the suspect vehicle;
11.1.4 Number and description of suspect vehicle occupants, if available.

11.2 Personnel assigned to the initial investigation should make every reasonable attempt to locate the hit and run suspect/vehicle.

11.2.1 If the suspect vehicle is located the investigating personnel shall mark the appropriate boxes on the report form.

11.2.2 If the suspect is not located the investigating personnel shall complete a Hit and Run report form.

11.3 Victims of a hit and run accident shall be referred to the Traffic Section Hit and Run Unit for follow-up information.

12 WALK-IN ACCIDENT REPORTS
Citizens may make reports on motor vehicle accidents in person at a Springfield Police Department facility. This may be done in a number of situations.

12.1 Walk-in reports may be completed when the department was not notified at the time the accident occurred.

12.2 During Traffic Emergency Status citizens shall be advised to complete walk-in reports on all non-injury accidents when vehicles involved are operational and no driver is impaired due to alcohol nor drugs.

12.3 Walk-in accident reports will be reported on the departmental Walk-in Accident Report form.

13 PRIVATE PROPERTY MOTOR VEHICLE ACCIDENTS
Under certain circumstances personnel will be assigned to investigate private property motor vehicle accidents. (61.2.1f) These conditions are:

13.1 The accident is an injury accident;

13.2 A suspected alcohol/drug-impaired driver is involved;

13.3 It is a hit and run accident and sufficient evidence exist to facilitate a follow-up investigation;

13.4 A government owned vehicle is involved;

13.5 Exceptional circumstances exist including: (61.2.1)³

13.5.1 Motor vehicle driven into a building;

13.5.2 Public utilities are left damaged or interrupted, as determined by a supervisor;

13.5.3 As otherwise determined by a supervisor or commander.

14 MOTOR VEHICLE ACCIDENT FOLLOW UP INVESTIGATION

³ Section revised per Policy Change Order 99-020, 7/1/99.
SOG 405.5
Traffic Accident Investigation

Follow up investigations shall be conducted on certain types of accidents (61.2.4)

14.1 Follow up investigation on fatality accidents shall be conducted by:
   14.1.1 Any Traffic Section office who has completed advanced accident investigation courses; or
   14.1.2 A Hit and Run Unit investigator.

14.2 Follow up on serious injury accidents shall be handled by:
   14.2.1 Patrol Section personnel assigned to the initial investigation if no felony charges are anticipated. (Example: Patrol shall complete the follow up on a DWI where a blood sample was taken rather than a breath sample.);
   14.2.2 Traffic Section personnel assigned to the initial investigation;
   14.2.3 If the initial investigation was conducted by Patrol Section personnel, Traffic Section personnel may conduct the follow up if their special expertise are needed or they may assist the Patrol Section personnel.

14.3 Follow up on hit and run accidents shall be handled by the Hit and Run Unit investigators after the initial investigators' efforts failed to identify/locate the suspect.

15 TRAFFIC EMERGENCY STATUS
Under circumstances that greatly affect the department's ability to respond to motor vehicle accidents a traffic emergency status may be declared.

15.1 An emergency status may be declared by an Uniform Operations Division (UOD) Commander or by the UOD supervisor if no commander is available.

15.2 Factors to be considered when deciding to declare an emergency status are:
   15.2.1 Existing weather conditions (snow, ice, storm, etc.);
   15.2.2 Number of non-injury accidents being worked and/or holding;
   15.2.3 Availability of resources to handle the accidents.

15.3 When an emergency status is in effect, citizens reporting motor vehicle accidents will be instructed to make a walk in accident report if the following conditions exist:
   15.3.1 All vehicles involved are drivable;
   15.3.2 The accident is a non-injury;
   15.3.3 No alcohol/drug impaired driver is involved.

15.4 When an emergency status is declared, local media shall be informed, by the Media Relations Officer (MRO).

15.5 The commander/ supervisor who declares the emergency status shall monitor conditions and return the department's response to normal as soon as conditions
allow. If the person who declares the emergency status ends their tour of duty before the status can be returned to normal, that person is responsible for relaying the status information to an on-coming commander or supervisor.

16 THE ENFORCEMENT DECISION FOLLOWING INVESTIGATION (61.1.5)⁴

16.1 Immediate enforcement applied
   16.1.1 Only when clear evidence exists of a violation of ordinance or state statute violation;
   16.1.2 Decision to effect custodial arrest must be in compliance with SOG 101.4, Use of Discretion;
   16.1.3 When not in conflict with any provision of 16.2 below.

16.2 No Summons to be issued
   16.2.1 A summons shall not be issued at the time of the investigation if:
   16.2.1(a) The driver has been admitted to the hospital-until release from the hospital;
   16.2.1(b) A possibility of felony charges being filed at a later time (e.g. 2nd Degree Assault, Manslaughter);
   16.2.1(c) The driver is an on-duty Police Department employee. These may be issued following an internal investigation;
   16.2.1(d) More follow-up investigation is required.

16.3 Exceptional circumstances
   16.3.1 Issue summonses to both parties if investigation indicates that both have violated ordinance or statute;
   16.3.2 Decline to issue summonses to either party if investigation fails to provide clear evidence of violation of ordinance or statute.
   16.3.2(a) Reasons should be clear, articulable and written into the report.
   16.3.2(b) Supervisors should review closely and insure reporting is clear and complete.

17 CALL OUT OF OFF-DUTY TRAFFIC INVESTIGATORS
   Traffic Section personnel have specialized investigation skills that should be called upon to investigate fatal, potentially fatal and some serious injury accidents.

17.1 Patrol Section personnel should be the primary investigators on such serious accidents under the following circumstances:

⁴ Section revised per Policy Change Order 99-020, 7/1/99.
SOG 405.5
Traffic Accident Investigation

17.1.1 One vehicle accident and;
17.1.2 The driver is the only occupant of the vehicle.
17.2 The Traffic Section Commander should be contacted in all circumstances to make a determination on the call out of off-duty Traffic Section personnel.
18 NOTIFICATION PROCEDURES
Personnel assigned to investigate a confirmed fatality accident shall notify their immediate supervisor. The supervisor shall insure that other departmental personnel are notified including:
18.1 The Patrol Watch Commander;
18.2 The Uniform Operations Commander;
18.3 The Traffic Section Commander, and;
18.4 The Chief of Police.
SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

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Accreditation Index: 61.1.10, 61.1.11
Rescinds

Part: Operations
Chapter: Traffic Operations

Chief of Police:

DWI Enforcement Procedures

I Policy

It is the policy of the Springfield Police Department to seek out and remove impaired drivers from the streets of the city. These impaired drivers, whether due to alcohol or drugs, present a significant risk to the public. Such drivers kill and injure a number of people each year and can not be tolerated.

II Procedure

Members of the department shall take a pro-active approach to detecting intoxicated drivers and removing them from the city streets. Enforcement of laws dealing with intoxicated drivers is the responsibility of all sworn personnel and should be a priority with personnel.

1 ALCOHOL ENFORCEMENT COUNTERMEASURES (61.1.10)
UOD personnel shall conduct special operations in order to deal with intoxicated drivers. While some officers may be dedicated solely to DWI enforcement, all UOD personnel are responsible for DWI enforcement activities.

1.1 The Traffic Section shall have at least one officer dedicated to full time DWI enforcement. This officer shall be assigned to work during the hours and days-of-the-week that have a history of significant DWI arrests.
1.2 The Traffic Section Commander shall analyze data supplied by Municipal Court personnel in regards to the location, time, driver profile and other information about DWI arrests. This information shall be supplied to UOD supervisors for use in planning DWI enforcement activities.

1.3 During peak DWI problem times (holiday periods, etc.), additional personnel may be assigned to concentrate on DWI enforcement. These personnel may be supplied by the Traffic Section and/or Patrol Section.

1.4 All sworn personnel receive extensive training during the basic academy on methods of detecting intoxicated drivers.

1.5 On a random basis, Sobriety Checkpoints shall be conducted within the city.

2 DWI PROCESSING PROCEDURES (61.1.11)

Various laws and ordinances deal with the processing of suspected intoxicated drivers. Personnel shall be familiar with these laws and familiar with the required procedures for handling these violators.

2.1 By state statute, any person who operates a motor vehicle in Missouri has implicitly given consent to submit to a test to determine the operator's blood alcohol content. This is the Implied Consent law.

2.1.1 Personnel processing a suspected intoxicated driver shall explain the Implied Consent law.

2.1.2 The Implied Consent law is contained within the Alcohol Influence Report form.

2.1.3 When a suspected intoxicated driver is unconscious personnel are still required to explain the Implied Consent law to them.

2.1.4 The Implied Consent law does not apply to DWI arrests made on private property nor does it apply to out-of-state offenders.
2.3 Violators who test .10% Blood Alcohol Content or higher or refuse to take a Blood Alcohol test will be issued a Notice of Suspension/Revocation form.1

2.3.1 Personnel processing such violators shall complete the appropriate Notice of Suspension/Revocation form for the incident.

2.3.2 The temporary 15-day driving permit is part of both the “Refusal” form and the “Results Obtained” form. Personnel will complete this portion of the form in the following manner.

2.3.2(a) If the violator has a valid Missouri driver’s license the officer will take custody of the license and turn it in with the report. The officer will check the “yes” box of the form.

2.3.2(b) If the violator does not have a valid Missouri driver’s license, i.e. Revoked, Suspended, Expired, or no license, the officer will still take custody of the hard copy of the license if the violator has it, check the appropriate box, and write in the reason the violator is not valid.

2.3.2(c) If the violator has an out of state driver’s license the officer will not take custody of the license, will check the “no” box, and will write in which state the violator has a license in under the “no” box.

2.3.3 In the case of a Zero Tolerance where the violator is under the age of 21 and he/she tests between .020% and .099% BAC the officer will complete the Notice of Suspension/Revocation form.

2.3.4 If the violator submits to the breath test and the result of the test is under .10% then it is the officer’s discretion whether or not to charge the violator with Driving While Intoxicated.

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1 Section 2.3 and subsections revised per Policy Change Order 99-015, 3-11-99.
2.4 Some suspected intoxicated drivers may request to contact an attorney prior to submitting to a blood-alcohol test.

2.4.1 Violators do have the right to call an attorney for consultation purposes prior to the test.

2.4.2 Violators do not have the right to:

2.4.2(a) Insist on a private, closed-door conference with an attorney prior to the test;

2.4.2(b) Insist on their attorney being present for the test;

2.4.2(c) Attempt to delay the test for an unreasonable amount of time. Such a delay constitutes a refusal to submit to the test.

3 DWI DETECTION

There are a number of things officers should be alert for in attempting to locate intoxicated drivers. Once a suspected intoxicated driver has been contacted, there are a number of standard steps that should be taken to determine the level of impairment prior to an arrest.

3.1 During nighttime driving conditions, officers should watch for the following possible signs of intoxicated drivers. Officers must have sufficient probable cause (a traffic violation) to stop a suspected intoxicated driver. Officer should watch for:

- Turning movements with a wide radius;
- A driver appearing to be intoxicated;
- Weaving within a traffic lane or across lanes;
- Driving off of the roadway;
- Swerving or drifting actions;
- Driving into opposing or cross traffic;
- Signaling that is inconsistent with driving actions;
- Slow response to traffic signals;
- Turning abruptly or illegally.
3.2.3 The one-leg stand test should also be used while evaluating a violator's impairment.
4 DWI PROBLEM

Through various studies, there are statistics available on the magnitude of the problem with intoxicated drivers. Some of this data is as follows:

4.1 The average DWI violator commits this driving offense 80 times per year.
4.2 At least 25% of American motorists drive under the influence of alcohol at least once in their life.
4.3 On a typical Friday or Saturday night, at least one of every seven drivers leaving a bar is legally intoxicated.
4.4 On a national average, only one in every 2,000 DWI violations results in an arrest.
Ancillary Traffic Services

I Policy

It is the policy of the Springfield Police Department to follow established procedures when dealing with various traffic-related functions. The primary goal in performing such activities is to provide for the safety of people using the streets and highways of the city.

II Procedure

1 TRAFFIC ENGINEER (61.3.1)

The safe movement of vehicular traffic through the city is a joint venture of several elements. Police personnel are responsible for enforcement activities in regard to traffic violation. The city's Traffic Engineer is responsible for the construction of safe roadways. In order to function effectively these two elements must work in cooperation.

1.1 The Traffic Section Commander shall be the main liaison with the Traffic Engineer.

1.2 Engineering problems observed or reported to police personnel by members of the public shall be passed on to the Traffic Engineer's office. Individual department members may do this through the city's in-house mail or may forward the information to the Traffic Commander.
1.3 The Traffic Engineer shall be supplied with copies of motor vehicle accident reports that are received by the police department. The Traffic Engineer provides statistical data to the police department based on these reports.

2 TRAFFIC CONTROL AND DIRECTION (61.3.2)
A number of situations can occur that require police personnel to perform traffic control and direction. This activity is often essential for the smooth flow of vehicular traffic but can put personnel in peril.

2.1 At most vehicular accident scenes roadways become partially or fully blocked. While police personnel must fully investigate these events they must also arrange for smooth traffic flow of other vehicular traffic. Personnel may have to perform several different activities to create this smooth flow.

2.1.1 Personnel should first attempt to protect the accident scene by properly positioning their police vehicle with adequate emergency lights activated.

2.1.2 The accident investigation officer may require the assistance of additional personnel to direct traffic until the scene can be cleared.

2.1.3 All personnel at an accident scene must coordinate their traffic direction activities to eliminate confusion on the part of motorists.

2.1.4 At the scene of a fatal or serious injury accident it may become necessary to completely or partially block a roadway for an extended period of time. The use of barricades as well as additional personnel is authorized for such scenes.

2.2 Police personnel shall use standardized hand signals while engaged in traffic direction activities. These gestures are taught in the basic police academy and in other police training.

2.3 Police personnel may be requested to assist with traffic direction at the scene of fires being worked by the Springfield Fire Department. Police personnel have certain responsibilities at such incidents.

2.4 Adverse weather conditions can create a number of situations that require blocking or directing vehicular traffic.

2.4.1 Severe weather can cause trees and other debris to block roadways and require traffic control by police personnel.

2.4.2 Flooding may occur.

2.4.3 Ice and snow may make certain roadways impassible.

2.5 Under certain circumstances, it may become necessary to control traffic by manually operating electronic traffic signals. This may be the safest and most convenient method of directing traffic.
Ancillary Traffic Services

2.5.1 Without prior approval of the City Traffic Engineer or the State Traffic Engineer, personnel may only alter a traffic signal by placing the signal on four-way flash mode.

2.5.2 During planned events where large volumes of traffic will occur, arrangements can be made to control several traffic signal lights with manual controls. Only officers trained in such operation shall perform this activity.

2.6 Temporary traffic control devices may be requested and used for long-term roadway blockages. A temporary stop sign shall be requested at locations where permanent signs have been removed through accident or theft.

2.7 Any time police personnel must stand in traffic lanes and direct traffic during hours of darkness, they shall wear a Department issued reflective, brightly colored traffic control vest. Personnel are encouraged to wear the vests at all times while engaging in prolonged activities of traffic direction and/or accident investigation.

3 POLICE ESCORTS (61.3.3)

Police personnel may be requested to assist motorists by performing escort services. This may be required for special events or may be requested by individual citizens.

3.1 Traffic Section personnel receive and process requests for escorts in regards to parades, organized runs and other activities. To be honored, these requests must be approved by the Chief of Police.

3.1.1 Traffic Section personnel will supply manpower to facilitate these requests.

3.1.2 Patrol Section personnel may be needed on large events.

3.2 Police personnel do not routinely provide escorts for funeral processions. However, on a case-by-case basis, such escorts may be approved by a police commander.

3.2.1 Funeral escorts for active police employees may be approved.

3.2.2 Funeral escorts with an extremely large number of vehicles involved in the procession may be approved.

3.2.3 Funeral processions for past police personnel may be authorized.

3.3 Police personnel shall not provide emergency escorts to medical facilities when requested by citizens. Personnel shall take other actions to assist the citizens.

3.3.1 Directions to hospitals may be given to the citizen.

3.3.2 If immediate medical attention is required, personnel should request the citizen to remain at the location of contact, request EMT services and perform necessary first aid.
3.3.3 Citizens may be shown to a hospital by police personnel but only by obeying all traffic laws and not performing an emergency escort.

3.3.4 Personnel may advise the citizen that EMT services can be called to the location of contact and the sick or injured person can be transported in an ambulance. Personnel should stay with the citizen until the EMTs arrive.

4 USE OF ROADBLOCKS (61.3.4)
Police personnel may be called upon to conduct roadblocks for a variety of reasons.
4.1 The establishment of a roadblock must be approved by a member of the command staff or by a field supervisor.
4.2 A commander or field supervisor may cancel a roadblock.
4.3 A field supervisor or commander shall be in charge of a roadblock.
4.4 The person in charge of a roadblock shall ensure that adequate staffing levels are available to operate the roadblock in a safe and efficient manner.
4.5 In every case except extreme emergency conditions prior planning should take place before the establishment of a roadblock.

5 TRAFFIC PLANNING AND COORDINATING COMMITTEES (61.3.7)
The Traffic Section Commander shall be the primary liaison with various committees whose primary focus involves the flow of traffic within the city and state. These committees may include, but are not limited to:
5.1 The Traffic Safety Alliance of the Ozarks;
5.2 Traffic Advisory Board;
5.3 DWI Task Force;
5.4 The Law Enforcement Traffic Safety Advisory Council (LETSAC);
SOG 405.7
Ancillary Traffic Services

5.5 The Missouri Traffic Records Committee.
Springfield Police Department

Standard Operating Guideline

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Accreditation Index: 61.4.1, 61.4.2, 61.4.3

Rescinds

Part: Operations  Chapter: Traffic Operations

Chief of Police:

Assistance To Highway Users

I Policy

It is the policy of the Springfield Police Department to provide needed assistance to motorists using the streets and highways within the city. This assistance is intended to protect the highway users from harm and to ensure that the necessary aid is obtained.

II Procedure

The streets and other roadways within the city of Springfield are used by city residents and by visitors from various locations. Police personnel should be alert to and attempt to provide a variety of assistance to these people.

1 GENERAL ASSISTANCE (61.4.1)

Highway users may request or contact police personnel and request assistance for a variety of reasons.

1.1 Due to the number of tourist attractions in and around Springfield, police personnel may often be asked for direction to specific locations. Personnel shall provide detailed directions to the desired locations. Personnel should be familiar with popular destinations and be readily able to supply directions.
1.2 Personnel shall be alert for motorists who are in need of assistance due to mechanical problems with their vehicles. Personnel should make efforts to obtain the needed help. Some typical problems may include:
   1.2.1 Need for towing to a repair location;
   1.2.2 Need for roadside repairs (change of flat tires, etc.);
   1.2.3 Need for fuel.
1.3 Personnel are encouraged to assist motorists if an obvious problem exists and the personnel feel confident that they can complete the repair. Consideration should be given to priority calls-for-service.
1.4 Personnel shall attempt to obtain additional assistance for motorists who are in need of professional services.
   1.4.1 Personnel should attempt to cause a requested tow service to be notified.
   1.4.2 When a motorist knows of no tow service to call, personnel shall show the motorist a copy of the approved tow list and have the motorist select a company.
   1.4.3 Police personnel may not recommend a particular tow service.
1.5 If a tow service or other assistance is called for a motorist, personnel shall ensure the motorist is safe while waiting for assistance. This may require personnel to stay with the motorists, until assistance arrives.
1.6 Personnel should take into account the existing conditions (weather, time-of-day, location, person involved, etc.) before leaving a stranded motorist without police or other assistance being present.

2 EMERGENCY ASSISTANCE
Police personnel may encounter situations that require some type of emergency assistance for motorists.
2.1 When officers contact a motorist in need of emergency medical assistance they shall request EMT personnel to contact them at the location. Police personnel shall perform emergency first aid as required prior to the arrival of the EMTs.
2.2 Police personnel may encounter motorists with vehicles on fire.
   2.2.1 Personnel shall immediately request assistance from the fire department.
   2.2.2 Personnel shall ensure that all vehicle occupants are out of the vehicle and are at a safe location. Personnel should not jeopardize their own safety when dealing with a fully engulfed vehicle fire.
   2.2.3 Personnel may attempt to extinguish small vehicle fires by using the fire extinguishers from the police vehicles. Caution should be used during such activities.
3 TRANSPORTING CITIZENS
Citizens requiring transportation should normally be referred to local taxi companies. Under extenuating circumstances, personnel may transport citizens in police vehicles. Great care must be exercised while doing this.

4 REPORTING HAZARDOUS ROADWAY CONDITIONS (61.4.2)
During routine operations, police personnel shall be alert for hazardous roadway conditions. When found, these conditions shall be reported to Emergency Communications via the police radio by police personnel and then relayed to the proper authorities.

4.1 A number of situations can cause various types of debris to be in a roadway.
   4.1.1 Debris at accident scenes shall be removed by tow truck operators. If no tow trucks are required, personnel shall report the need for debris removal.
   4.1.2 Severe weather can cause tree limbs and other debris to block roadways.
   4.1.3 Items falling from vehicles can land on roadways.

4.2 Debris needing removal from city maintained streets shall be reported to the City Service Center for removal.

4.3 Debris on state maintained roadways shall be reported to the State Highway Department for removal.

4.4 Personnel shall be alert to hazardous conditions involving traffic control devices.
   4.4.1 Personnel shall report traffic signal lights that are not functioning or have lights burnt out, etc.
   4.4.2 Personnel shall report traffic control devices (stop signs, etc.) that are blocked or partially blocked by tree limbs and other articles.
   4.4.3 Personnel shall report missing or damaged traffic control devices.

4.5 In many cases, personnel are able to remedy hazardous situations temporarily until assistance from the proper agency or department arrives.
   4.5.1 Personnel may move small items of debris off of the roadway and to the side of the road.
   4.5.2 Personnel may be able to correct the direction of a turned traffic information/control sign without the need of additional assistance.

5 VEHICLE TOWING (61.4.3)
Numerous situations may occur that require police personnel to have vehicles towed from public and private property.
SOG 405.8
Assistance To Highway Users

5.1 Abandoned vehicles may be towed from public and private property.

5.1.1 To be considered abandoned, vehicles on city streets must be stationary for over 48 hours.

5.1.1(a) Personnel must mark such vehicles in a manner that will allow them to determine if the vehicle is moved during the 48 hour period.

5.1.1(b) The police personnel initially marking the vehicle shall recheck the vehicle after 48 hours and tow the vehicle if it has not been moved.

5.1.2 Abandoned vehicles may be towed from private property at the request of property owners or persons acting as agents of the property owners.

5.1.2(a) Vehicles may be towed from private property upon the initial request by the property owner/agent if, in the officer's opinion, the vehicle creates an unreasonable interference with the use of the private property by the property owner. Such a vehicle shall be issued a summons for trespassing on private property that is co-signed by the property owner/agent.

5.1.2(b) If the vehicle does not create an unreasonable interference with the use of the property, personnel shall issue the vehicle a summons co-signed by the property owner/agent for trespassing on private property and shall mark the vehicle as abandoned. The officer shall check the vehicle after 48 hours have passed and shall then tow the vehicle if it has not been removed from the private property.

5.2 Personnel who facilitate the towing of a vehicle at the request of the vehicle owner may request any tow service requested by the vehicle owner.

5.2.1 Consideration should be given to the situation and the amount of time needed by a particular tow service to respond. (Example - if the vehicle is creating a traffic congestion problem, the tow service should be able to respond within 20 minutes.)

5.2.2 If the vehicle owner has no preference for a tow company police personnel shall have the owner select a tow company from the authorized non-custody tow list.

5.2.3 Personnel shall not recommend any tow service.
SOG 405.8
Assistance To Highway Users

5.3 All vehicles towed as a result of an arrest or when the owner is not capable of requesting a particular tow service, shall be towed as a custody tow.

5.3.1 All custody tows shall be completed by the city's contractual tow company.

5.3.2 Personnel shall complete a Vehicle Impoundment Report on all custody tows.

5.4 The Crime Inquiry and Inspection Report/Authorization to Tow [DOR-4569(8-96)] shall serve as the written record of all vehicles towed at the direction of police personnel.

5.4.1 Completed Crime Inquiry and Inspection Report/Authorization to Tow Reports shall be forwarded to the Records section as soon as possible after completion and approval.

5.4.2 When there is a need to maintain custody of a towed vehicle, personnel completing the tow shall place a hold on the vehicle. The release of such vehicles shall be authorized by the person assigned to follow up investigation in the incident.

5.5 Vehicles towed as a result of the DWI Forfeiture law shall be held until released by Municipal Court personnel.
**Stopping and Approaching Traffic Violators**

**I Policy**

It is the policy of this department to establish guidelines for stopping and approaching traffic violators.

**II Procedure**

The stopping and approaching of persons observed violating traffic laws is an integral part of the day-to-day operation of Uniform Operations Division personnel. No vehicle stop should be considered to be routine and there are inherent dangers in every vehicle stop.

1 **PURPOSE OF VIOLATOR STOPS**

   Departmental personnel stop traffic violators as part of the department's overall traffic enforcement efforts. Violators are stopped and contacted for a number of reasons.

   1.1 The primary purpose for all traffic enforcement activity is to gain voluntary compliance with traffic and other laws.

   1.2 To warn or cite violators when appropriate.

   1.3 To locate and apprehend suspects.

   1.4 To act as a deterrent to other motorists.
SOG 405.9
Stopping and Approaching Vehicles

2 LOCATION OF VIOLATOR STOPS
Personnel must consider a number of issues concerning the location for making a vehicle stop for a traffic violation. Personnel may choose to delay a stop until a more suitable location is found. When stopping a violator personnel should consider:
2.1 Availability of a back-up officer, if needed;
2.2 The roadway configuration - hill, curve, width, shoulder size, etc.

3 RADIO TRAFFIC
For officer safety reasons, personnel shall provide information to communications about all traffic violator stops. If possible, the following information should be relayed prior to initiating the stop:
3.1 Planned location of the stop;
3.2 License number of violator's vehicle;
3.3 Vehicle description;
3.4 Reason for the stop;
3.5 Number and basic description of occupants

4 STOPPING THE VIOLATOR
Personnel may use a number of techniques to gain the attention of violators and to get them to come to a stop. These include:
4.1 Activate the police vehicle's emergency lights;
4.2 Sound the police vehicle's horn;
4.3 Shine the spotlight into the violator's vehicle;
4.4 Manually activate the police vehicle's siren;
4.5 Full operation of the siren.

5 POSITIONING OF POLICE VEHICLE
Personnel should position their police vehicle behind and in relation to the violator's vehicle in such a manner that affords the greatest amount of safety for the personnel and the violator. There are two basic methods of positioning the police vehicle.
5.1 The offset method has the police vehicle, other than a motorcycle, parallel with the violator's vehicle but offset 2 to 3 feet to the left on a traffic stop where the violator has pulled to the right side of the roadway.
5.2 The angle method has the police vehicle, other than a motorcycle, at an angle with the front of the police vehicle protruding out to the left.
5.3 The police vehicle should be approximately 15 feet to the rear of the violator's vehicle.
PRIOR TO APPROACHING THE VIOLATOR'S VEHICLE

Personnel should not rush their approach to contact the violator. A number of safety precautions should be taken.

6.1 Watch for furtive movements within the vehicle by the violator and/or occupants.

6.2 Watch for objects being thrown out of the vehicle.

6.3 Be cautious of any sudden movements of the violator's vehicle.

6.4 Be alert to other traffic.

6.5 Update communications with any additional information.

APPROACHING THE VIOLATOR'S VEHICLE

The approaching of a violator's vehicle can put police personnel at risk. Personnel should develop good, safe habits for this process.

7.1 Exit the police vehicle safely by keeping the primary vision on the violator and using peripheral vision and hearing on other traffic and the surroundings.

7.2 Turn on the portable radio and do not carry objects in the gun hand.

7.3 Check the rear of the violator's vehicle during the approach. Check for a nonclosed trunk lid and watch the interior of the vehicle through the rear glass.

7.4 Look into the rear seat of the vehicle.

7.5 Do not go beyond the rear edge of the driver's door.

CONTACTING THE VIOLATOR

Precautions should also be taken once personnel have reached the violator.

8.1 May request that violator turn off his/her engine.

8.2 Stand to the rear of the rear edge of the driver's door and cause the violator to turn to see the officer.

8.3 Accept documents from the violator with the non-gun hand.

8.4 Do not reach into the violator's vehicle.

8.5 Do not stare at documents but keep attention focused on the violator and other occupants.

8.6 Keep the violator's hands in sight.

CONVERSATION WITH THE VIOLATOR

The majority of violators contacted by police personnel are ordinary citizens who may form their entire opinion of the police department from one encounter on a traffic stop. Personnel should keep this and all safety precautions in mind during a traffic stop.

9.1 Explain the reason for the traffic stop to the violator.
9.2 Do not lecture or "talk down" to the violator.
9.3 Do not argue with a violator.

10 ACTION TAKEN ON VIOLATIONS
In most situations, police personnel may use their discretion to determine the best method to deal with a violator. The goal of "voluntary compliance" should be kept in mind.
10.1 Personnel may issue a verbal warning to a violator for a minor offense.
10.2 Personnel may issue the violator a summons for the offense.
10.3 Personnel may arrest certain violators.

11 WANTED AND DRIVING RECORD CHECKS
Personnel should have communications complete wanted and/or driving history checks on violators. Due to a number of situations this is not always practical. Personnel should use their own judgement in requesting these checks.
11.1 Personnel should consider the nature of the violation, the actions of violator and the amount of time required to complete these checks when requesting them.
11.3 These checks must be completed if a violator is arrested.

12 ISSUING A SUMMONS
When personnel issue a summons to a violator a number of steps must be completed prior to the release of the violator.
12.1 Explain the charge for which the summons was issued.
12.2 Summons the violator to the appropriate court (Municipal or Associate Circuit) and explain the court location to the violator.
12.3 Assign the proper court date and time to the violator.
12.3.1 Municipal Court violations should be cited into court within two weeks of the violation and should be assigned a court date on a Monday, Wednesday or Friday at 0900 hours.
12.3.2 Associate Circuit violations should be cited into court at least 45 days from the date of the violation and should be assigned a court date on any Monday, Tuesday, Wednesday, Thursday, or Friday at 0930 hours.
12.3.3 Officer should explain available alternatives to the violator.

13 COMPLETING A VIOLATOR STOP
SOG 405.9
Stopping and Approaching Vehicles

Once the violator has been warned or a summons has been issued, the officer must continue to be cautious until the violator has left the location.

14  STOPS AT NIGHT

It is important during all violator stops to be able to see the actions and movements of the occupants of the stopped vehicle. This becomes more difficult during nighttime hours.

14.1  Illuminate the interior of the violator's vehicle as much as possible.

14.1.1  Use the police vehicle's spotlight.

14.1.2  Use the police vehicle's "take-down" lights.

14.2  All high intensity lights should not be aimed in such a manner that they would blind oncoming drivers.

14.3  When approaching the violator, the officer should illuminate the interior of the violator's vehicle with a flashlight held in the officer's non-gun hand.

14.4  Ask the driver to turn on the vehicle's interior lights.

15  HIGH RISK STOPS

For a number of reasons, violator stops can become high-risk stops. An impaired driver or vehicle occupants who are wanted for the commission of some crime may pose an elevated threat to the safety of the officer.

15.1  Position the police vehicle farther back from the violator's vehicle - stay back 30 to 50 feet.

15.2  With a possibly impaired driver watch for signs that may predict sudden movements of the violator's vehicle.

15.2.1  Watch for back-up lights coming on. The impaired driver may put the vehicle in "reverse" rather than "park".

15.2.2  Watch for brake lights that stay on. This may indicate the vehicle is still in gear.

15.3  Officers may wish to use the police vehicle's PA system to attempt to direct the actions of the violator and other occupants.

15.3.1  The officer may request the driver to turn off the vehicle's engine or take other actions to ensure the violator's vehicle will not make sudden movements.

15.3.2  The officer may direct the violator's vehicle's occupants to place their hands in view of the officer.

15.3.3  The officer may wish to direct the occupants out of the vehicle.

15.4  Officers may request a back-up officer to respond prior to approaching the violator's vehicle.
SOG 405.9
Stopping and Approaching Vehicles

16 FELONY VEHICLE STOPS
Officers who have reason to believe a suspect(s) is armed, has committed a violent felony or possesses a significant threat to the officer shall conduct a felony vehicle stop on the suspects.

16.1 The officer shall give the direction of travel, suspect and vehicle description. If possible suspects should not be stopped until a backup unit is with the primary. If suspects do stop all suspects should be held in the vehicle with their hands out the window until backup arrives.

16.2 Police vehicles should be 30-50 feet back from the suspect’s vehicle.

16.3 The driver should be ordered to turn off the vehicle and throw the keys out the window. Occupants should be ordered out of the vehicle one at a time starting with the driver first. The suspects may be ordered to walk backwards to the handcuffing officer or the officer may direct the suspects to the ground. If the latter is used, the suspect vehicle should be cleared first before approaching the suspects to handcuff them.

16.4 In the event of lack of compliance, the situation shall be handled as a barricaded person.

17 ROLE OF THE BACKUP OFFICER
The officer initiating a traffic stop may use his/her discretion on requesting a back-up officer. There are some general guidelines the back-up officer should follow.

17.1 With a two-officer initial unit the second officer should act as the back-up officer. The second officer should:

17.1.1 The second officer (usually the passenger officer) should exit the police vehicle but remain with it in a position of cover.

17.1.2 The second officer may elect to advance to the area of the right side of the vehicle of the violator after the primary officer has made initial contact with the driver.

17.2 When a second unit is used as a back-up, the officer(s) in this unit should follow some general guidelines.

17.2.1 If the second unit approaches from the rear the officer in the second unit should turn off the police vehicle’s headlights so as not to silhouette the initial officer.

17.2.2 The second unit should normally be partially offset to the right of the primary unit.

17.2.3 The second unit should follow the directions of the primary unit or assume the back-up role near the right rear of the stopped vehicle.
Adult School Crossing Guards

I  Policy

The Traffic Section Commander or his designee shall be responsible for coordinating the staffing of school crossing guard locations. The school crossing guard positions shall be filled following the procedures contained within this guideline.

II  Procedures

1  ADULT SCHOOL CROSSING GUARD AUTHORITY (61.3.5a)

   Adult school crossing guards are authorized for appointment by the city manager. They shall not be vested with police authority or a police commission. (Municipal Ordinance Section 29-38)

   1.1  The number of school crossing guards appointed shall be determined as necessary at crosswalks on city streets.

   1.2  The number of school crossing guards shall be within the limits of available salary appropriations.

   1.3  School crossing guards shall be employed on a part-time basis.
Adult School Crossing Guards

2 CROSSING GUARD RESPONSIBILITIES (61.3.5a)
Crossing guards shall assist schoolchildren across crosswalks, streets or intersections to which they are assigned. (Ord. 29-38)

3 SELECTION CRITERIA FOR ADULT SCHOOL CROSSING GUARDS (61.3.5b)
To be appointed to the position of school crossing guard, a person must be of good moral character, a qualified voter of the city and must be alert. (Ord. 29-38)
3.1 Candidates must have no entries in a police records of arrests and/or convictions for offenses that would tend to discredit their moral character.

4 UNIFORMS FOR ADULT SCHOOL CROSSING GUARDS (61.3.5c)
While performing their assigned functions, school crossing guards must wear the issued orange vest and must carry the issued stop sign paddle.

5 CRITERIA FOR LOCATIONS REQUIRING SCHOOL CROSSING GUARDS (61.3.5d)
The decision to place an adult school crossing guard at a specific location is made by the School Safety Committee of the R-12 School District.
5.1 At any location where the "School Crossing Guard Index" is greater than 5.5 the assignment of a crossing guard may be considered.
5.1.1 The School Crossing Guard Index (SCGI) is determined by the formula: SCGI = \(\frac{x}{300} + \frac{y}{50} + \frac{z}{25} + \frac{w}{37} + \frac{175}{s1} + \frac{175}{s2}\).
\[ \begin{align*}
    x & = \text{number of vehicles per hour} \\
    y & = \text{number of children crossing} \\
    z & = \text{vehicle operating speed (median speed)} \\
    w & = \text{width of street} \\
    s1 & = \text{sight distance in one direction} \\
    s2 & = \text{sight distance in second direction}
\end{align*} \]
5.2 Alternatives to a school crossing guard, such as a pedestrian grade separation or a traffic signal control, will be considered.
5.3 Available funding shall also be considered during the decision process.

6 ANNUAL EVALUATION OF CROSSING GUARD LOCATIONS (63.1.5e)
The city's traffic engineer shall conduct an annual evaluation of locations for the placement of school crossing guards. Their evaluations shall be forwarded to the R-12 School District.
Criminal Intelligence Management¹

I Policy

The Criminal Intelligence function for the Springfield Police Department is based within the Crime Analysis Unit with the Crime Stoppers Coordinator acting as the Intelligence Officer. Criminal Intelligence Management is the responsibility of the Crime Analysis Sergeant under the command of the Administrative Division Commander. The Chief of Police has the ultimate authority over the operation of the Criminal Intelligence function.

The mission of the Crime Analysis Unit includes providing the department with an intelligence file support system which legitimately meets the needs of the department in carrying out its effort to protect the public through suppression of future criminal activity. All department members are responsible for reporting of intelligence.

All intelligence received by an employee remains the property of the Springfield Police Department, not the officer, from the moment it is received. Officers shall not hoard intelligence information and shall not personally disseminate intelligence documents, except in an emergency. Written intelligence information shall be assigned, logged, and disseminated only

¹ Title changed 6-10-98.
by staff in the Crime Analysis Unit. This does not prohibit the daily exchange of verbal information between officers and agencies.²

II Definitions

Intelligence – Relevant information about past, present, or future criminal activity collected from numerous sources of varied reliability.

ICAD Report - The properly formatted department form used to submit criminal activity or field contacts of criminal street gang members.

III Procedure

1 SCOPE OF INTELLIGENCE COLLECTION (51.1.1)

1.1 Intelligence is collected regarding individual and organized criminal activities. Examples include:

1.1.1 Narcotics
1.1.2 Prostitution
1.1.3 Robbery
1.1.4 Homicide
1.1.5 Gang Activity

1.2 Intelligence is collected on organizations or individuals which:

1.2.1 Advocate the use of violence or other unlawful means against any governmental organization.
1.2.2 Finance violent or other unlawful activity.
1.2.3 Threaten, plan, or commit acts of violence or other criminal acts.

Under no circumstances shall information be gathered solely on the basis of race, creed, color, national origin, sexual preference, or political or religious beliefs.

2 INFORMATION COLLECTION (51.1.1)

2.1 Any Police Department employee may submit intelligence to Crime Analysis using:

2.1.1 ICAD Form
2.1.2 Intelligence Hotline (864-2046)

2.2 Crime Analysis personnel will perform duties and functions as provided in the Crime Analysis Unit Procedures Manual.

3 EVALUATION (51.1.1)

² Policy Section revised 6-10-98.
3.1 Evaluation takes place by the submitting officer and the appropriate boxes on the ICAD Form should be checked by showing the "Source" of information, whether the source is "Reliable", "Usually Reliable", Unreliable", or "Unknown" and whether the information has been "Confirmed", "Probably True", "Doubtfully True" or "Can't be Judged".

3.2 All intelligence will be reviewed and processed daily, except on weekends and holidays.

3.3 All intelligence reports, whether submitted in writing or transcribed from hotline, must be signed by the submitting employee.

3.4 Submitting employee shall indicate appropriate source and information reliability or verification.

3.5 Crime Analysis staff shall conduct additional research as needed to help verification of information.

3.6 Crime Analysis staff shall assign a sequential control number to each report submitted.

3.7 The Crime Analysis Supervisor shall verify that the information meets police department requirements for intelligence submissions as found in Section I.

3.8 The information shall be entered into the ICAD database and the Crime Analysis Supervisor shall ensure information security from unauthorized access, either physically or electronically. The ICAD database shall not be accessible through the Ethernet Network System.

3.9 The system shall include a purge system including a purge date which is adjusted based on police activity.

3.10 Access to the locked intelligence filing cabinet and computer workstation for the intelligence data shall be limited to Crime Analysts, Intelligence Officers, and Crime Analysis/Intelligence Supervisor.

4 ANALYSIS (51.1.1)

4.1 Role of the Criminal Intelligence Analyst

4.1.1 Guide collection of intelligence data.

4.1.2 Evaluate intelligence.

4.1.3 Suggest operational recommendations.

4.1.4 Provide information to executive decision-maker.

4.2 Crime Analysis staff shall maintain close working relationships with patrol officers and investigators and shall daily update their knowledge of events and incidents occurring in the field.

5 DISSEMINATION (51.1.2)

5.1 The submitting officer will control dissemination of information he has submitted. Release to other criminal justice agencies requires a need to know.
5.2 The Administrative Division Commander may disseminate intelligence as appropriate.

5.3 A Dissemination Log shall be maintained with a record of dissemination attached to the particular report. At a minimum, the Dissemination Log shall include:

5.3.1 Date of request.
5.3.2 Requesting agency/individual.
5.3.3 Subject of inquiry. (Subject name, organization, nature)
5.3.4 Reasons for request. (Drug Investigation, Burglary, etc.)
5.3.5 Information disseminated (complaint #).
5.3.6 Written or verbal.
5.3.7 Date disseminated.
5.3.8 Person disseminating.

5.4 A disclaimer will be included on all disseminations.

5.5 Dissemination checked “All Law Enforcement” or “SPD only”. Intelligence officer or supervisor will determine if the information needs to be brought to the attention of a particular unit.

5.6 Dissemination checked “Refer to officer”. Information is entered into database without any dissemination.

5.6.1 If, at a later time, an inquiry is made, the submitting officer will be contacted.
5.6.2 The submitting officer will provide dissemination instructions.

5.7 Any activity on an intelligence file, whether it is a submission or an inquiry, will move the purge date forward five (5) years from the date of activity.

5.8 Release of any criminal information bulletin or other intelligence outside the Police Department to a non-criminal justice agency shall be approved by the Chief of Police.

6 PURGE CRITERIA (51.1.1)

The Police Department purges intelligence to insure the file is current, accurate and relevant. State and Federal Laws safeguard an individual’s right to privacy.

6.1 Intelligence information received by the unit will be maintained for a period of five (5) years.

Section 5.1 revised 5-22-98.

Section added 6-10-98.

Section 5.2.3 revised 5-22-98.

Section 5.2.4 revised 5-22-98.

Section 5.3 added 5-22-98.
6.2 The Administrative Commander and Intelligence Supervisor may extend the life of files indefinitely if information meets the following criteria:

6.2.1 The file contains information on subjects, groups, or organizations which are considered a threat to government, law enforcement, or citizens.

6.2.2 The file is still useful to the Springfield, Missouri Police Department, or is part of an ongoing investigation.

6.3 When a name is added to the intelligence database, a purge date will be calculated by adding five (5) years to the date of submission.

6.4 It shall be the intelligence officer's responsibility to run a query each month of the intelligence database for subjects that have met the purge date.

6.4.1 After review, if this subject is determined to pose a threat to officer safety, the file will be extended for five (5) years.

6.4.2 After review, if this subject is not a threat to officer safety, the intelligence file and name will be removed from the computer database.

6.5 Purge Log

6.5.1 All purged intelligence files will be recorded in the Purge Log which shall include:

6.5.1(a) File/Report number

6.5.1(b) Date of purge

6.5.1(c) Reason for purge

6.5.1(d) Signature of authorizing employee

6.5.1(e) Disposition of file material

6.5.1(f) Signature of person disposing

6.5.1(g) Other agencies/receivers of information notified of purge

6.6 If it is determined that information contained in an ICAD is seriously incorrect, then the intelligence officer will bring this to the attention of the Crime Analysis Supervisor. The information shall then be corrected or the file purged as inaccurate.

7 STORAGE AND SECURITY OF INTELLIGENCE RECORDS (51.1.2)

7.1 The intelligence database will be maintained on a stand-alone PC. This will ensure the system is secure and prevent unauthorized attempts to:

7.1.1 Access.

7.1.2 Modify.

7.1.3 Remove.

7.1.4 Destroy stored information.

7.2 Intelligence stored on computer hard drive should be protected by password or account system to prevent unauthorized access.

7.3 The highly sensitive nature of intelligence files require:

7.3.1 Records be maintained separately from other agency records to:
7.3.1(a) Prevent compromise.
7.3.1(b) Protect the integrity of the system.
7.3.2 All intelligence records shall be secured in locked files. Only the Crime Analysis Supervisor/designee and Intelligence Officer shall have keys to these files.
7.4 The equipment, records and process will be maintained in a separate secured area within the police department and shall be locked securely after normal working hours.
7.4.1 Locked area with keyed entry.
7.4.2 Limited access to records.
Crime Analysis

I Policy

The Springfield Police Department crime analysis function is a set of systematic analytical processes directed at providing accurate, timely and pertinent information relevant to crime patterns. The purpose is to assist operational and administrative personnel with planning and deployment of resources in order to prevent and suppress criminal activities.

Crime analysis aids the investigative process to increase apprehension and case clearances. The function supports Patrol, Traffic, Special Operations, Investigations, Crime Prevention, and administrative functions.

Research and Development assists the crime analysis mission through specialized administrative and call for service research activities. (SOG 306.1)

Employees shall insure that operational security precautions for Crime Stoppers and intelligence information is diligently complied with.

II Procedures

1 ORGANIZATION AND MISSION

1.1 The Crime Analysis Unit is under direction of the Chief of Police with functional control by the Administrative Division Commander.
1.2 Unit staffing includes:
1.2.1 Crime Analysis Supervisor- Police Sergeant
1.2.2 1- Crime Stoppers/Intelligence Analyst- Police Officer
1.2.3 2- Crime Analysts- civilian
1.2.4 2- Data Entry Technicians (part time)-civilians
1.2.5 Volunteer Staff and Interns

2 ANALYTICAL FUNCTION
The Crime Analysis Unit utilizes a specific method for the analysis of crime data which includes:

2.1 Collecting crime analysis data
2.1.1 Source documents will include:
- (15.1.1-A)
- (15.1.1-B)
- (15.1.1-C)
- (15.1.1-D)
- (15.1.1-E)
- (15.1.1-F)
- (15.1.1-G)
- (15.1.1-H)
- (15.1.1-I)

2.2 Collating
2.2.1 According to similar or inter-related characteristics

2.3 Analyzing crime data

2.4 Disseminating
(15.1.1-D)
Daily, weekly, or monthly- as required by command.

2.4.10 Criminal Information Bulletins
   2.4.10(a) Including police hazard information
2.4.11 Crime Stoppers ads and videos and on Police Department website
2.4.12 Daily Summary information
2.4.13 Command staff briefings
2.4.14 To other law enforcement agencies, if appropriate.

3 FEEDBACK ANALYSIS (15.1.1-E)
3.1 The continued value of Crime Analysis services depends on honest feedback from users. Some feedback may be informal; received by members of the unit and passed on to the supervisor. Other forms may be carefully designed and implemented.
3.2 Annual Survey
   3.2.1 The Crime Analysis supervisor shall conduct a survey of the supervisors, officers, and investigators who use crime analysis services.
      3.2.1(a) The survey will seek information as to the format of the products, timeliness of information, accuracy, completeness.
      3.2.1(b) The survey will inquire as to additional needs of the users.
   3.2.2 The Crime Analysis supervisor will use feedback from the survey to redesign products and services of the unit.
3.3 Monthly Service Report
   3.3.1 The Crime Analysis supervisor shall prepare a monthly report to the Administrative Division Commander concerning the activities of the unit including frequency of services and products, man-hours required to complete those activities, and data entry backlogs, if any.
   3.3.2 The report shall list monthly and year to date information.
   3.3.3 This data shall be used to assess the productivity of the unit and identify resource or process problems.
   3.3.4 This report shall be due prior to the 10th of the following month.

4 COMMAND BRIEFINGS (15.1.1-F)
4.1 Most disseminations to command staff and the Chief of Police shall take the form of a Criminal Information Bulletin. All are presented on the dissemination listing for each bulletin.
4.2 When required, Crime Analysis Unit personnel shall prepare a suitable briefing for the Chief and command staff about new crime trends, emerging organized crime, specific criminal suspects or other crime patterns as directed.
SOG 406.2
Crime Analysis

4.3 Crime analysis staff shall be thoroughly prepared for such briefings including complete organization of the presentation, appropriate use of visual aids.

5 OPERATIONAL SECURITY

5.1 Documents issued by the Crime Analysis Unit which are stamped “Do Not Disseminate” or similar shall not be copied or transferred to anyone other than the officer named on the stamp. Doing so shall be considered a serious breach of department security regulations.

5.2 Crime Stoppers Bulletins and intelligence documents shall not be copied or included in case reports. Investigators shall refer to such information strictly as “information from police department records.”

5.2.1 Under no circumstances shall a prosecutor be provided a copy of a Crime Stoppers bulletin or intelligence report. Doing so opens those systems to defense subpoena and destroys operational security.

5.2.2 If such information is vital to the case, the investigator shall cite it in the case report and make reference as described above.

5.2.3 Release of Crime Stoppers or intelligence bulletins will require a court order or subpoena. If such action occurs, the receiving officer shall notify his Division Commander immediately.

5.3 Search Warrants: Investigators may cite the Crime Stoppers code number and information content in search warrant affidavits.
## Informant Usage

### I  Policy

The Springfield, Missouri Police Department hereby establishes specific guidelines and procedures for using police informants by its sworn members. These procedures shall be used by both investigators in Investigations Division and officers assigned to patrol duties in Operations Division. The development of confidential sources by personnel is encouraged. However, along with the use of confidential sources is the danger of civil liability, poor control and complaints by the confidential source regarding the officer. It is the policy of this department to effectively manage police informants, properly document their identity and activities, maintain effective control of their funding and activities, and conform their use to actions supported by law. (42.2.9)

### II  Definitions

- **Confidential source**: Any individual who provides an officer with information. Confidential sources may be classified into three categories: (1) Informant, (2) Source, (3) Unwitting Source.

- **Informant**: An “independent agent” and is anyone who provides investigative information to a police officer on an on-going basis and has expectations for receiving personal benefit. The
Informant Usage

- An informant may or may not want his/her identity immediately known to others in the law enforcement or general community. This person will satisfy department requirements such as biographic and performance information.

Source
- Any person who provides information and may or may not expect some benefit from such action. A source is a person of very limited contact. A source will be paid no more than one hundred dollars annually.

Unwitting Source
- A suspect or any other person involved in criminal activity who supplies information without actual knowledge that they are doing so.

Control Officer
- A contact officer for the informant who is responsible for insuring proper completion of forms relating to CI.

III Procedure

1 CRITERIA TO ESTABLISH AN INFORMANT

- Use of an individual as an informant shall be documented, as well as establishing the department's expectations of the informant. Acceptance and use of the informant shall be approved by the supervisor of the control officer.

1.2 The informant must know from the beginning:
   1.2.1 That their only purpose is to measurably assist the department.
   1.2.2 The informant must not compromise the department's interests and activities; and
   1.2.3 The informant must accept the measure of direction necessary to effectively utilize his services.

1.3 In order to accomplish this the control officer has the responsibility to initiate documentation. This shall be accomplished by use of the CONFIDENTIAL INFORMANT AGREEMENT form. (SPD #95-IN-0210).

1.4 A permanent sequential Confidential Informant Identification Number will be assigned by the Narcotics Enforcement Team Supervisor.

1.5 The informant's name should never appear outside the Confidential Informant File. The informant will not be referred to in future reports expect by the assigned informant number.

1.6 The control officer will also be responsible for completing an INFORMANT DATA form (SPD # 94-IN-0013) which contains personal information about the informant.

1.7 It is encouraged for purposes of control that officers talk with potential informants in conjunction with the investigative unit which would have the most use of the informant's information (burglary, narcotics, etc.)
CENTRAL INFORMANT REGISTRY

2.1 Secure informant files will be kept on all informants.

2.2 The files for the entire Department will be the responsibility of the Narcotics Enforcement Team Supervisor and maintained in the Narcotics Enforcement Team Office.

2.3 The Informant file will be maintained with the following information:

   2.3.1 Informant payment record.
   2.3.2 Current photograph.
   2.3.3 Fingerprints, if possible and practical.
   2.3.4 Signed Confidential Informant Agreement form.
   2.3.5 Informant Data form.
   2.3.6 Receipts for purchases of information and assistance. (SPD # 96-IN-0250, 96-IN-0251)
   2.3.7 Copies of statements signed by the informant.
   2.3.8 Any administrative correspondence pertaining to the informant.
   2.3.9 Any deactivation report or declaration of unsatisfactory behavior.
   2.3.10 Criminal history.
   2.3.11 Associates.
   2.3.12 Personal idiosyncrasies.

2.4 No expense report will be approved for an informant who is not registered.

2.5 Each quarter the Narcotics Enforcement Team Supervisor will forward a report to the Criminal Investigations Division Commander that reflects:

   2.5.1 Total number of registered informants.
   2.5.2 Number of informants deactivated this quarter and the reasons.

2.6 The Central Informant Registry shall be open to inspection by the Chief of Police or the Criminal Investigations Division Commander at any time.

2.7 Sworn personnel may only review an individual's informant file upon the approval of the commander of the Criminal Investigations Division. The requesting officer shall submit a written request explaining the need for review. A copy of this request shall be maintained in the CI's file.

CENTRAL INFORMANT REGISTRY SECURITY

3.1 The Supervisor of the Narcotics Enforcement Team shall be responsible for the security of all files in the Central Informant Registry. Files shall be kept in a separate and secure storage facility segregated from any other files.

3.2 The storage facility shall be locked at all times when left unattended.

3.3 Access to files outside of SIS (NET) shall be limited to those employees who have a legitimate need, as determined by the Criminal Investigations Division Commander or Chief of Police.
3.4 An informant file shall not leave the Narcotic Enforcement Teams Office without the approval of that Supervisor or the Division's Commander.

3.5 Sign-out logs shall be maintained indicating the date, informant number, time in and out, and the signature of the person reviewing the file.

4 CONTACTING AND USE OF INFORMANTS

4.1 Investigators shall make every effort to corroborate information to ensure that the informant/source is not required to testify in court; however, the informant/source must be aware that this is a possibility.

4.2 Investigators shall meet with informants/sources in places which do not expose the informant/source to being recognized.

4.3 A secure telephone line (no cellular telephones) should be used when speaking with informants/sources.

4.4 If contacting an informant/source of the opposite sex, a second officer should always be present.

4.5 If contacting an informant/source whose sexual preference may make an investigation more susceptible to compromise through improprieties, two officers should be present.

4.6 It shall be the responsibility of the control officer to control the informant/source.

4.7 Individuals currently under the supervision of the Missouri Board of Probation and Parole should not be used as informants except under the following conditions:

4.7.1 The law enforcement officer has appealed to the court of jurisdiction on the probationer or parole and the court has decided to allow the individual to act as an informant; or

4.7.2 Investigators may contact the Missouri Board of Probation and Parole to appeal to the chairman of the Board of Probation and Parole to utilize the parolee as an informant.

4.8 Informants will be arrested if found engaging in any illegal activity. Informants have no arrest powers, are not permitted to conduct searches and may not carry a weapon.

4.9 Informants will not take, nor will the department condone, any actions that may be considered entrapment.

4.10 All relationships with informants shall be on a professional basis. Personal relationships with informants are prohibited.

5 FINANCIAL TRANSACTIONS WITH INFORMANTS & SOURCES

5.1 A limited fund has been established by the Springfield Police Department to conduct financial transactions with informants & sources.

5.2 All monies provided to confidential informants shall be documented.
Informant Usage

5.3 The money will be obtained from the Criminal Investigations Division Investigative Fund or the Narcotics Enforcement Team Investigative Fund.

5.4 These funds shall be maintained and accounted for by the Criminal Investigations Section Commander and the Narcotics Enforcement Team Supervisor.

5.5 These funds shall be audited by sources outside of the Springfield Police Department on an annual basis.

5.6 When paying an informant/source in cash the transaction should be observed.

5.7 Payment for information or services provided by the informant/source shall be documented on a RECEIPT OF CONFIDENTIAL FUNDS (SPD # 96-IN-0250).

5.8 This receipt shall document the exact amount paid to and received by the informant/source and the date given.

5.9 Cumulative or anticipatory receipts shall not be permitted.

5.10 Once the receipt has been completed there shall be no alterations.

5.11 These receipts shall be forwarded to the Criminal Investigations Section Commander or the Narcotics Enforcement Team Supervisor on a monthly basis after review and approval by the first line supervisor or Section Commander.

5.12 The RECEIPT OF CONFIDENTIAL FUNDS (SPD # 96-IN-0250) shall contain the following:

5.12.1 A description of the evidence/information received.

5.12.2 The amount of payment.

5.12.3 The signature of the informant receiving the funds.

5.12.4 The signature of the officer making the payment.

5.12.5 The signature of at least one other officer witnessing the payment.

5.12.6 Subsequent police action resulting from the information such as an item or ICAD number.

5.13 Payment Criteria for Informants and Sources

5.13.1 Payment criteria for informants and sources are made in connection to anticipated results and expected outcome from the information received.

5.13.2 Informant funds are routinely used for information and introduction or recovery of evidence.

5.13.3 When supervisors are determining authorization for payment, they should consider the following:

• How critical is the information to the case?
• Nature of the information,
• Motivation of the informant,
• Is the information verifiable?
5.13.4 Supervisors should always be aware that overpayment, or continued high payments might cause the informant to manufacture information or obtain it illegally.

5.14 Payment Authorization Guidelines Per Incident

5.14.1 $0.00 to $50.00  SWORN SUPERVISOR

5.14.2 $50.00 to $500.00  LIEUTENANT/NET SUPERVISOR

5.14.3 $500.01 to $1000.00  CAPTAIN

5.14.4 $1000.01 and above  CHIEF OF POLICE

6 JUVENILE INFORMANTS

6.1 Juveniles may be used as informants with the following guidelines:

6.1.1 The juvenile and a parent or guardian must meet with the control officer.

6.1.2 The juvenile informant and a parent or guardian must read and sign the Confidential Informant Agreement form.

6.1.3 A PARENTAL CONSENT FORM (SPD # 96-IN-0248) which allows minors to assist in a criminal investigation shall be read and signed by the parent or guardian of the juvenile informant.

6.1.4 All forms, agreements and information related to a particular juvenile informant will be kept in a secured file, separate from adult informant files.

6.1.5 All other informant guidelines shall remain in effect.

7 DEACTIVATING AN INFORMANT

7.1 In the event that the continued use of an informant would prove detrimental to the goals of the Springfield Police Department or the safety of its officers or the informant has proven to be unreliable or the informant was activated on a particular case and it has been adjudicated, the informant will be deactivated.

7.2 Deactivation may be accomplished by an officer completing the CONFIDENTIAL INFORMANT STATUS REPORT (SPD # 96-IN-0249) noting the reasons why an informant should be deactivated.

7.3 Upon approval of the Criminal Investigations Division Commander the informant's assigned informant number and corresponding file will be marked
**SOG 406.3**
Informant Usage

"DEACTIVATED" in red. An unreliable informant's file will be classified as deactivated.

7.4 A deactivated informant file will be maintained in the confidential record file however the informant will not be utilized as an informant without approval by a supervisor and thorough corroboration of all information.

**IV**
Attachments
1 Confidential Informant Data Form (94-IN-0013)
2 Confidential Informant Agreement (95-IN-0210)
3 Parental Consent for Juveniles/Minors to Assist Police Agencies in Investigations (96-IN-0248)
4 Confidential Informant Status Report (96-IN-0249)
5 Receipt of Confidential Funds (96-IN-0250)
6 Internal Receipt Report (96-IN-0251)
Prisoner Searches of Opposite Sex

I  Policy

It is the policy of the Springfield Police Department to establish a standard of conduct for searching prisoners that are not of the same sex as the searching personnel.

II  Procedure

1  ROUTINE SEARCH - When an officer arrests a person of the opposite sex, and an officer of the same sex as the prisoner is not present, the arresting officer shall conduct a routine search in the following manner:
   1.1  Outer Clothing - Require the prisoner to remove outer clothing that can be done consistent with modesty (i.e.: coats, jackets, etc.). Those articles of clothing will then be searched.
   1.2  Pockets - Have the suspect turn pockets inside out. If this is not possible, pockets may be hand searched by the arresting officer with palms outward.
   1.3  Other Clothing - Require the prisoner to pull his/ her clothing tight against his/her body. This will serve as a field search until the prisoner is transported to the booking room and searched in accordance with detention procedures.

2  PRISONER SUSPECTED TO BE ARMED AND DANGEROUS
**SOG 407.1**

Prisoner Searches of Opposite Sex

2.1 When an officer arrests or detains a person whom he has reasonable suspicion to believe is present armed (*Terry v. Ohio*), and an officer of the same sex as the prisoner or detainee is not present, the officer shall make a carefully limited search of the outer clothing of the suspect.

2.2 Officer safety - This "pat-down" is for the purpose of detecting a concealed weapon that might be used against the officer.

2.3 Method of Search - the officer shall conduct the "pat-down" by the use of the back of his/her hand.
Springfield Police Department

Standard Operating Guideline

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Accreditation Index: 1.2.8, (4th)  
Rescinds

Part: Operations  
Chapter: Arrests

Chief of Police:

Strip Search / Body Cavity Search

I  Policy

The Springfield Police Department hereby establishes a policy for conducting strip searches and body cavity searches of prisoners in the custody of the Department.

II  Definitions

Strip Search - The removal or rearrangement of some or all of the clothing of a person so as to permit an inspection of the genitals, buttocks, anus, breasts or undergarments of such person, including but not limited to, inspections conducted visually, manually or by means of any physical instrument.

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.

III  Procedure

1  SEARCH RESTRICTIONS

1.1  No person arrested or detained for a traffic offense or an offense which does not constitute a felony may be subject to a strip search or a body cavity search by an employee of this department unless there is probable cause to believe that such person is concealing a weapon, evidence of the commission of a crime, or contraband.
SOG 407.2
Strip Search/Body Cavity Search

1.2 All strip searches and body cavity searches conducted by employees of this department shall be performed by two non-sworn persons or one sworn officer 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 that nothing herein shall be interpreted to prohibit a readily available person from being present at the request and consent of the person being searched.

1.3 All strip searches should be conducted at headquarters unless exigent circumstances exist.

1.4 All strip searches and body cavity searches must be approved by a sworn supervisor in addition to any other requirements.

1.5 A body cavity search of a person detained or arrested for a traffic offense or an offense which does not constitute a felony may only be conducted pursuant to a duly executed search warrant, under sanitary conditions and by a physician, registered nurse or practical nurse, licensed to practice in this state. All body cavity searches intrusive to the body shall be conducted by search warrant.

2 REPORTING - OFFICER RESPONSIBILITY
2.1 All strip searches shall be noted in the officer's report to include:
   - Location of the search.
   - Name(s) of the person(s) conducting the search.
   - Names of all persons present.
   - Name of the supervisor authorizing the search.
   - Justification for the search.

2.2 All body cavity searches shall be noted in the officer's report with a copy of the search warrant attached, if applicable.

2.3 Complete SPD Form 80-016. After supervisory authorization, attach the original to his report, and furnish a copy to the person who was searched.

3 AUTHORIZATION - SUPERVISOR RESPONSIBILITY
3.1 Verify that restrictions 1, 2, or 3 listed on SPD Form 80-016 do not restrict the strip or body cavity search. Verify that the probable cause standard, when applicable, has been met.

3.2 The supervisor may then authorize or deny the request.

4 EXCEPTION IN A FIELD SITUATION
4.1 After conducting a proper pat-down search, an officer in a field situation and with adequate probable cause, may conduct a limited search by opening or
SOG 407.2

Strip Search/Body Cavity Search

rearrangement of a person's clothing to locate and seize a weapon that could be used against the officer or an innocent person. The removal of clothing that is inconsistent with modesty is prohibited in a field situation unless exigent circumstances are involved, and it is performed in accordance with 1.1.2.

4.2 If such a search is made, the officer making the search shall include the facts of the incident in his report. He will then immediately notify a supervisor, and comply with the department reporting requirements in so far as they are applicable at the time.

5 COURT COMMITTED PERSONS

5.1 The provisions of this policy shall not apply to persons committed to a correctional institution or jail by judgement of a court of competent jurisdiction.

IV Attachments

1 Body Search Authorization
Service of Arrest Warrants

I Policy

Officers of this Department shall actively serve arrest warrants. Prior to arresting a person on a warrant, officers shall verify the validity of the warrant. This verification will be made with the issuing agency.

II Procedure

1 CITY OF SPRINGFIELD MUNICIPAL WARRANTS

1.1 Departmental Records personnel shall be responsible for processing warrants issued by and received from Municipal Court. These warrants will be processed in accordance with established procedures of the Records Section.

1.2 Prior to making an arrest on a municipal warrant, officers shall verify the validity of the warrant. The verification may be made:

1.2.1 By requesting Communications personnel to verify; OR
1.2.2 By making direct contact with the MULES terminal operator; OR
1.2.3 By making direct contact with Municipal Court.

1.3 After making an arrest on a valid municipal warrant, the arresting officer shall obtain the original warrant from the MULES terminal operator in the Records Section.
1.4 The arresting officer shall complete the "OFFICER’S RETURN" section on the original warrant. At a minimum, the arresting officer shall complete the following items:
1.4.1 The city and county in which the arrest was made; AND
1.4.2 The officer's # (DSN), name, date and time.

1.5 The arresting officer shall remove the copy of the served warrant from the appropriate warrant Beat Book.
1.5.1 If the Beat Book copy cannot be located, the arresting officer shall make a photocopy of the original warrant.
1.5.2 The arresting officer shall mark the Beat Book copy or the photocopy with a diagonal line and indicate that the warrant was served during reactive or proactive warrant service. The officer shall also include his/her name and the date of service.
1.5.3 The arresting officer shall ensure that this warrant copy is forwarded to the warrant office.

1.6 The original warrant with the completed "OFFICER’S RETURN" shall be left in the Detention Facility if the arrested person is booked there. During normal court hours, the arresting officer may take the arrested person directly to court. In this case, the original warrant should be taken to Municipal Court.

2 GREENE COUNTY WARRANTS
2.1 Persons arrested on both municipal and county warrants shall be booked into the city jail and "hold" shall be placed on the person for Greene County.
2.2 Persons who are arrested and are the subject of a Greene County warrant shall be booked directly into the Greene County Jail. The exceptions will be when they are also the subject of a felony on probable cause, DWI, or Third Degree Assault (Adult abuse) charge by this department. Under those exceptions, the Springfield Detention Facility will be appropriate.
2.3 Officers are encouraged to issue appropriate summonses, without arrest, on municipal charges and book prisoners with Greene County warrants at the Greene County Jail.

3 OTHER JURISDICTION WARRANTS
3.1 Officers shall serve verified arrest warrants issued by other jurisdictions. The service of these warrants is dependent upon the issuing jurisdiction's commitment to extradite the person.
SOG 407.3
Service of Arrest Warrants

3.2 People arrested on warrants issued due to an ordinance violation in a municipality other than Springfield are to be booked into this Department's Detention Facility.

3.3 People arrested on warrants issued by other counties are to be booked into the Greene County Jail. To book these people, officers shall take with them:
   3.3.1 A computer printout of warrant information; AND
   3.3.2 A computer printout of the warrant confirmation.

4 EXTRADITION OF PERSONS ARRESTED ON MUNICIPAL WARRANTS
4.1 This Department shall assist with the extradition of persons arrested on Springfield Municipal warrants by other agencies.
4.2 Officers shall be sent to transport such persons within a 30-mile radius of Springfield.
4.3 The MULES terminal operator shall coordinate the extradition of these people with the on-duty Patrol Watch Commander and/or an on-duty Patrol Supervisor.
4.4 The number of officers and the type of vehicle used to transport a prisoner from another jurisdiction shall be based on a number of factors.
   4.4.1 The charge for which the warrant was issued.
   4.4.2 The exhibited behavior of the person to be transported.
   4.4.3 The availability of a Patrol car equipped with a prisoner shield.
4.5 Once the decision has been made to extradite a person, the person shall be picked up within 24 hours.
4.6 Based upon input from the Municipal Judge, prisoners may be extradited from jurisdictions beyond the 30-mile radius.
Prisoner Transportation

I Policy

Every person who is arrested/detained by a Springfield Police Officer will be thoroughly searched prior to transportation. All prisoners/detainees will be handcuffed with their hands behind their back during transportation.

II Definitions

Officer - Refers to either a Springfield Police officer or a detention officer.

III Procedures

1 USING RESTRAINTS

1.1 All persons arrested by a Springfield Police Officer will be restrained by handcuffs prior to transportation to a detention/jail facility. When possible, prisoners shall be handcuffed behind their backs and the handcuffs will be double locked. Exceptions to handcuffing behind their backs will be allowed for handicapped, ill or injured prisoners. In the event such a person is
arrested, that prisoner shall be restrained in a manner which restricts his/her ability to harm an officer or others. (71.3.1) (71.2.1)

1.2 Prisoners who are to be transported over long distances require special restraint considerations. Waist restraint chains with side handcuffs are recommended. (71.2.1)

1.3 Mentally disabled prisoners pose a significant threat to themselves and officers. Leather restraints are available in the detention facility. At no time will a prisoner be "Hog Tied" during transportation. This may cause death or serious physical injuries due to "Positional Asphyxiation". An ambulance may be a more suitable method of transportation in severe cases. (71.2.1)

1.4 Sick, ill, injured or disabled prisoners, who require transportation to a jail or hospital, may need special transportation requirements. In cases where a police paddy wagon is not appropriate, the use of an ambulance or meditransit company is authorized. When this alternative method of transportation is used, the ambulance will be followed to the destination by a police officer. The reason for alternative transportation usage will be documented in the officer's report.

2 SEARCHING

2.1 It is the responsibility of each officer who has custody of a prisoner, however brief in time, to search that prisoner for weapons and evidence of the crime for which he/she was arrested. This will be subject to the limitations in SOG 407.1 and 407.2.

2.2 Prior to placing a prisoner in a police vehicle, the transporting officer shall conduct a thorough search of the prisoner for weapons, paying particular attention to pockets, cuffs, collars and any other place where a weapon may be concealed on a person. The police vehicle used for transportation will be searched prior to and immediately after the transportation by the transporting officer. (71.1.1) (71.2.1) Refer to SOG 407.1 and 407.2.

3 TRANSPORTING

3.1 Officers will use available police cars for transportation to a jail/detention facility. Transportation vehicles (paddy wagons) may be used when:

- The prisoner is violent
- The prisoner is unkempt, soiled or bloody
- Multiple prisoners (71.1.3)
- The arresting officer cannot leave the field and no officer is available for transportation.

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1 Section added, 9-14-98.
3.2 When a prisoner is being transported in a police car, one equipped with a cage is preferable. These cars have window cranks and door handles removed from the rear doors or may be equipped with child safety locking systems which prevent exit by occupants. (71.4.2)

3.3 When one officer is transporting one prisoner in a caged car the prisoner shall be placed in the right rear seat of his car. The prisoner shall be seatbelted in. (71.1.3) (71.1.4) (71.4.1)

3.4 When one officer is transporting one prisoner without a caged car that prisoner shall be transported in the front seat. The prisoner shall be seat belted in. (71.1.3)

3.5 When two officers are transporting a prisoner without a caged car the prisoner shall be seated in the back seat opposite the driver. The second officer shall be seated in the back seat behind the driver. The prisoner shall be seatbelted in. (71.1.3)

3.6 All prisoners transported in a police car with or without a cage shall be handcuffed behind their back during transit.

3.7 When two prisoners are transported in a police car without a cage, two transportation officers are required. (71.2.1)

3.8 Juvenile subjects are to be transported separate from adults

3.9 No police vehicle which is mechanically unsafe will be used to transport prisoners. The detention officers will examine the detention transportation vehicles beginning each shift, making sure that no contraband has been left inside and that the vehicle is safe for operation. (71.1.2) (71.5.1)

3.10 Any police car used to transport a prisoner outside the city limits, should be equipped with a spare tire, jack, lug wrench and safety flares. Tire pressure, fuel and oil should be checked.

3.11 The transporting officer shall have the proper forms relating to the transported prisoner. These forms shall include copies of the booking sheet and a copy of the warrant, if applicable. Information relating to the prisoner's escape or suicide potential or other personal traits of a security nature will be recorded on the booking sheet. (71.5.1)

3.12 Prisoners requiring transportation for special circumstances (funerals, critically ill relatives) will first be evaluated to determine if they could be released on their own recognizance. (ROR)

3.12.1 Prisoners who do not meet criteria for an early release (ROR) will be held until they post bail/bond, their investigative hold time is exhausted (20 hours), or a warrant is issued and they are transferred to another jail. (71.3.3)

2 Section revised 9-23-97 per CALEA on-site inspection.
3.13 The detention supervisor will be contacted if a prisoner has a legitimate need to attend a funeral or visit a critically ill relative in a hospital. A violent prisoner will be denied this privilege. (71.3.3)

3.14 Any prisoner allowed to leave our facility for a special situation (funeral, hospital visit) will remain handcuffed at all times. They will be transported and guarded by a minimum of two police officers. (71.3.3)

3.14.1 These visits will not be more than 30 minutes in duration.

3.14.2 The prisoner will not be out of the officers' sight at anytime.

3.14.3 The prisoner will be searched before and after the visit.

3.14.4 If the visit is in another jurisdiction, that agency will be notified.

3.15 Prisoners will not be transported (in custody) for a civil obligation such as reading of a will. (71.3.3)

4 DURING TRANSPORT

4.1 Should a transportation officer come upon a situation requiring police assistance, he/she shall notify the dispatcher via radio, giving location and nature of the incident. The transporting officer will not stop during transport unless the incident poses an imminent threat to a person's life or serious physical injury may occur. Consideration to the possibility of injury to, or escape of, the prisoner will be given. (71.1.4)

4.2 Vehicles used for prisoner transportation will not make vehicle stops or engage in vehicle pursuits when carrying prisoners. Normally, no stops will occur between the place of arrest and the jail/detention facility unless picking up additional prisoners. If the transportation vehicle is diverted to another location while delivering a prisoner, the officer driving this vehicle is responsible for the safety and control of the prisoner. He/she will not lose sight of the prisoner unless they are placed in a compartment of the transportation vehicle (paddy wagon). The transporting officer will never leave a prisoner unattended in any vehicle. (71.1.4)

4.3 Prisoners who are co-suspects should not be transported together. Prisoners in transport are not afforded the right to communicate with an attorney, family, friends or the news media. (71.1.5)

4.4 During long distance transports, care will be taken when stopping for fuel and meals or for allowing the prisoner reasonable opportunities to use a toilet facility. During these stops, the prisoner will never leave the sight of the transporting officer. (71.1.4)

5 PRISONER ESCAPES DURING TRANSPORT

5.1 In the event of prisoner escape during transport the transporting officer will:
   - Notify dispatch immediately, giving location and direction of the escapee.
5.2 Communications will complete the following:

- Notify the officer's supervisor and the on duty patrol commander.
- Dispatch additional assistance as requested
- If escape is outside the city limits, the proper jurisdictional agency will be notified and assistance requested.
- A uniformed police officer will be dispatched to investigate the circumstances of the escape.

5.3 If the prisoner is apprehended, additional charges shall be added. If the escape is successful, suspect information will be broadcast over the police radio and other law enforcement agencies will be notified. In extreme cases, the news media will be asked to warn citizens. (71.1.7)

5.4 The uniformed police officer who is dispatched to investigate the escape will complete a written offense report. Additional reporting may include:

- 5.4.1 Incidental report
- 5.4.2 Municipal Summons
- 5.4.3 Criminal Case Report
- 5.4.4 Supervisors Incident Report

5.5 As soon as practical following the escape and subsequent investigation, the Support Services Division Commander will cause a thorough critical incident review and insure that a complete after-action report is submitted within two weeks.

6 DOCUMENTATION OF PRISONER IDENTITY PRIOR TO RELEASE

Each prisoner being transported from the Springfield Detention Facility must be positively identified. The following procedures shall be followed whenever removing a prisoner for transportation to another location.

6.1 Booking records in the detention facility must be verified by checking for prior bookings in the Records Management System (RMS) under the Master Name Index (MNI).

6.2 Positive prisoner identification will be verified by one of the following methods:

- 6.2.1 Photographic identification on the prisoner when arrested such as a driver's license.
- 6.2.2 Verbal questioning about name, date of birth, social security number, place of birth, scars, marks and tattoos compared to MNI information.
- 6.2.3 Mug photographs from past bookings.
6.2.4  Fingerprints of the prisoner can be checked in Automated Fingerprint Identification System (AFIS).
6.2.5  Fingerprints of the prisoner can be faxed to the F.B.I. for identification.
6.2.6  Past police association and police employee personal knowledge.

6.3  Proper documentation must accompany each prisoner transported from one detention facility to another. This documentation shall include the following:

6.3.1  Copy of the warrant or temporary commitment (mittimus).
6.3.2  Copy of the Springfield Detention Facility Booking Sheet.
6.3.3  Copy of the Prisoner Intake Medical Screening Form.
6.3.4  If the prisoner received medical treatment while in custody, a copy of the Custodial Medical Care Form shall accompany the prisoner.
6.3.5  If the prisoner has personal property, all property will accompany the prisoner and an inventory list shall be attached.
6.3.6  If the prisoner has an escape risk, suicide potential, security risks or medical hazards, a bright orange sticker will be attached to the accompanying copy of the booking sheet to alert the receiving agency and transporting officer of such hazard. The hazard risk will be written on the sticker. (71.5.1)

6.4  Municipal prisoners will be encouraged to sign a waiver for video court appearances. Those Municipal prisoners who sign such waiver do not leave the Springfield Detention facility for Municipal Court appearances.

6.5  Prisoners who refuse to sign a video court waiver, will be transported to Municipal court under guard, accompanied by any and all related summons and a copy of the booking sheet.
6.5.1  Prisoners who appear in person at Municipal court must be returned to the Springfield Detention Facility to be formally released or held after such an appearance.

7  HOSPITAL SECURITY AND CONTROL

7.1  Prisoners who are not accepted at a jail detention facility because of illness/injuries, or who become ill/injured while in the Springfield Detention Facility, will be taken immediately to a hospital emergency room by a transporting officer.

7.2  A Springfield Detention Officer may provide transportation but not security, this requires a commissioned officer.

7.3  Commissioned Springfield Police Officers who guard prisoners at a hospital are to provide assistance to the hospital staff in restraining the prisoner. The prisoner will be watched at all times by the Springfield Officer. Hospital security officers may provide only brief relief.
Prisoner Transportation

7.4 Officers should be aware of an increased escape risk and guard against assaults to him/her self or the hospital staff. (71.3.2)

7.5 Officers who take a prisoner to the hospital will complete a Custodial Medical Report form and return it with the prisoner to the Springfield Detention Facility. If the prisoner is admitted and released from custody, this form is attached to the arresting officer's report.(71.3.2)

7.6 If the prisoner is admitted to a hospital, the arresting officer and his supervisor will be notified. A decision will be made by that supervisor, whether or not to retain custody of the prisoner. If custody is necessary, the arresting officer's supervisor is responsible to see that the prisoner is guarded by a Springfield Police Officer until he/she is discharged. (71.3.2)

7.7 Officers who guard the prisoner will avoid fraternizing with the prisoner. Prisoners may not use the phone nor have visitors at the hospital while in police custody. (71.3.2)

7.8 Prisoners will always be searched after a visit to a hospital for contraband, prior to transportation back to a jail detention facility. (71.3.2)

8 TRANSPORT DESTINATION

8.1 Upon arriving at the destination the transporting officer will:

- Secure his/her firearm. This can be done by using the gun lockers outside the Springfield Detention Facility. Greene County Jail requires that you hand your firearm to the booking officer. (71.1.6)

- Restraint devices will be left on the prisoners when they are placed in the Springfield Detention Facility's holding cage. The Detention officers will remove the restraining devices during the booking procedure and escort their prisoner to their cell. Restraint devices will be left on a prisoner who is taken to the Greene County Jail while they are being searched and their property is inventoried. The restraining devices will be removed when a Greene County Jail employee takes physical custody of the prisoner to escort them to their cell. (71.1.6)

- Prisoners left at the Springfield Detention Facility will be accompanied with a SPD Booking Card or completed summons. (71.1.6)

- Prisoners taken to Greene County Jail will require their forms to be completed by the transporting officer. (71.1.6)
Prisoner Transportation

8.2 Transporting officer(s) will deliver the following documentation to the receiving facility:
8.2.1 Copy of SPD Booking Report
8.2.2 Copy of SPD Medical Screening
8.2.3 Warrants (when appropriate)
8.2.4 Prisoner Property inventory (envelope)
8.2.5 Arresting Officer's Property Sheet (Greene County only)

8.3 The transporting officer(s) will take with them the prisoner's original SPD Booking Report. The transporting officer will be required to sign for the prisoner on the back of the Booking Report.
8.3.1 The receiving agency is required to sign the front of the Booking Report on the appropriate line. This verifies their acceptance of the prisoner and property. (71.1.6)

9 NOTIFICATION OF COURTS
9.1 Prior to transporting a "security risk" prisoner to a court or other jail/holding facility, the Springfield Detention Officer on duty will notify that agency of the risk and request assistance from the agency upon arrival. (71.1.8)

IV Attachments

1. SPD Booking Card
2. Custodial Medical Report

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November 19, 1999
Disposition of Summons

I Policy

It shall be the policy of the Springfield Police Department that summons forms shall not be destroyed or otherwise disposed of, except in accordance with the procedures set forth herein. Obsolete forms may be disposed of by the commanding officer responsible for distribution of such forms.

II Definitions

Issued - Where a summons has been completed and given to an alleged violator or placed on a vehicle when there is no operator present.

III Procedure

1 All summons forms used by this department are sequentially numbered and must be signed for on the notebook provided in the distribution area, denoting the officers' name, the date, and the beginning and ending number of the book of forms.
SUMMONSES ISSUED

2.1 Anytime a summons has been issued, only the appropriate prosecutor or court can legally take any action to effect a final disposition of the summons.

2.2 A summons that has been issued will not be voided, cancelled out or otherwise disposed of by the issuing officer or other department employee.

SUMMONSES ISSUED IN ERROR - When a summons has been issued and the issuing officer realizes that an error was made, the officer shall:

3.1 Prepare an IDC to their immediate supervisor, explaining the error. The officer will not void nor solicit or recommend cancellation of the summons, but will only explain the facts or circumstances which explain the error.

3.2 The remaining pages of the complaint, summons, or parking citation will accompany the IDC, which will be reviewed by the supervisor and immediately forwarded to the "IN" basket in central records.

3.3 Records personnel will make a copy of the IDC, which will be filed along with the department's copy of the complaint or summons form.\(^1\)

3.4 The original IDC and complaint or summons forms shall be forwarded to the appropriate court as soon as possible.\(^2\)

VOIDING SUMMONSES - Issuing officers may void a complaint, summons, or parking citation only when the officer realizes that they would be in error and the summons has not been issued.

4.1 All copies of the summons must be returned in order for a summons to be voided. If any copy is missing, an IDC must be written to explain the circumstances of the missing copy.

4.2 Write the word "VOID" in large letters across the front of the form.

4.3 Officers shall write a clear and complete explanation for the voiding of the summons on the narrative portion of the summons.\(^3\)

4.4 Voided summons shall be received, the explanation reviewed and initialed by the submitting officer's supervisor. The voided summons forms will then be forwarded to Central Records for accounting and filing in the voided summons file.\(^4\)

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\(^1\) Reference to Parking Citation form deleted 6-10-98.
\(^2\) Reference to Parking Citation form deleted 6-10-98.
\(^3\) Section revised 2-26-98.
\(^4\) Section revised 2-26-98.
I Policy

It is the policy of the Springfield Police Department to provide responsible and professional service of criminal process consistent with the lawful authority granted to Springfield Police Officers. Officers are charged with the duty to insure that the authority of any criminal process served is valid on its face and to restrict service of such process to that of courts with proper jurisdiction. All civil process shall be served only upon direction of a commanding officer.

II Definitions

Arrest - Actual restraint of a person by a law enforcement officer or a person's submission to the custody of an officer or the law, under the authority of a warrant or otherwise.

Civil Process - Writs, summons, mandates or other process issuing from the court of law to a cause of action of a civil nature.

Criminal Process - Those writs, summonses, mandates, warrants or other processes issuing from a court of law, compelling a person to answer for a felony, misdemeanor or municipal ordinance violation. This term shall also include processes issued to aid in crime detection or suppression such as search warrants and subpoenas.
SOG 408.2
Warrant Service, Search Warrants, Civil/Legal Process

General Ordinance Summons - A General Ordinance Summons (GOS) is issued by this department for city ordinance violations.

Outside Agency - Any other municipality, county, or state in which the agency has no legal authority to serve or execute process by use of its own personnel.

Summons - A written order issued by a court that commands a person to appear before the court at a stated time and place.

Warrant of Arrest - A written order from a court directed to a peace officer or some other person specifically named, commanding him/her to arrest the person named in the warrant.

III Procedure

1 Criminal process: securing warrants, Notices to Appear, subpoenas and summons.
   1.1 It is the responsibility of all officers to secure the appropriate documents on complaints that are to be filed in Municipal Court.
       1.1.1 When a GOS is signed by an officer or complainant and the suspect cannot be located, copies of the summons will be forwarded to Municipal Court for a warrant to be issued.
       1.1.2 If located, the suspect may be taken into custody and served with the summons or may be served the summons without incarceration. The yellow copy of the summons will be given to the suspect.
   1.2 Records Unit personnel will submit all Municipal Ordinance Violations case files to the Municipal Court Clerk for processing.
   1.3 When a felony warrant is to be obtained, the case file will be turned over to the Investigations Division.
   1.4 The Investigations Division shall present the case to the State Prosecutor's office after the proper case report forms are completed. (74.3.1)

2 WARRANT SERVICE PROCEDURE
   2.1 Only sworn personnel are authorized to serve a warrant. (74.3.2)
   2.2 All officers are responsible for insuring that warrants are served in a timely fashion.
   2.3 If an individual is arrested on a Springfield Municipal warrant, the original will be obtained from the Records Section and appropriate bonding procedures shall be instituted.
2.4 The arresting officer will document the arrest with a report. Upon service and completion of warrant information, the officer will deliver the warrant to the detention officer.

2.5 When an unsuccessful attempt is made to serve a warrant and updated information is received concerning the suspect’s location, it will be added to the warrant for use by other officers. The date of the information as well as the officer’s name who provides the information should also be listed.

2.6 Telecom will receive requests from outside agencies to attempt service of warrants. Initial requests may be received by telephone; however, computer verification must be received before a check can be conducted.

2.6.1 Telecom will initiate a police response.

2.6.2 If a request is made to notify the requesting agency of the efforts made they will be contacted by computer message.

2.7 When a warrant is not immediately served the following process will be utilized:

2.7.1 All Springfield Municipal Warrants will be entered in the MULES system by Records personnel.

2.8 Any sworn officer of the Springfield Police Department may serve an Order of Protection issued by the Greene County Court.

2.8.1 When an officer comes in contact with a person who has such an order and has not been served the officer shall obtain the order from the Greene County Sheriffs Department, read the order to the subject and execute the order at that time.

2.8.2 The Protection Order will be signed by the officer serving the order. It will then be forwarded to the Greene County Sheriffs Office by Records Personnel. (74.3.1) (74.3.2)

3 SEARCH WARRANTS

3.1 When obtaining any search warrant only sworn personnel will be involved in the execution of the warrant.

3.2 All warrants will be guided by RSMo 542.261 through 542.301.

4 PROPERTY SEIZED THROUGH SERVICE OF A LEGAL PROCESS

4.1 Although the Springfield Police Department does not serve documents of civil process which result in seizure of property, there may be an occasion when the department does become the benefactor of such property seizure. Should the department receive any property as a result of a legal process, said property shall, upon receipt be:

4.1.1 Properly recorded on official reports as to how it came into the possession of the department.
SOG 408.2
Warrant Service, Search Warrants, Civil/Legal Process

4.1.2 Properly inventoried if placed in use by the department.
4.1.3 If the property is disposed of by the department it shall be properly processed according to existing City Ordinance or Missouri State Statutes governing disposal or federal statutes regarding forfeitures.
(74.4.1)
Subpoena Process Tracking

I  Policy

The purpose of this policy is to gather data on the number of subpoenas received by this department, insure their service, and insure that staff members are appearing in court as directed. It is the duty of all staff members to appear in court and testify when a subpoena is issued.

II  Procedures

1  SUBPOENA PROCESS

1.1  When any court with legal jurisdiction issues a subpoena it will be delivered to the office of the Support Services Commander by the Court Liaison Officer.

1.2  The information will then be entered into the Subpoena Tracking database.

1.3  Both copies of the subpoenas will then be returned to the Courts Liaison Officer for distribution.

1.4  The Court Liaison will then place both copies of the subpoena into the mailbox of the supervisor of the employee being subpoenaed.

1.5  When the supervisor receives the subpoena, he or she will have the employee initial the original copy of the subpoena. The other copy will be given to the employee for their records. The supervisor will date the initialed copy with the date the employee was notified. This copy will then be returned to the Court Liaison
Officer who will deliver it to the Support Services Administrative Assistant.

1.6 The Support Services Administrative Assistant will then update the database with the service information.

1.7 The subpoena will then be filed by the Court Liaison Officer and maintained for twelve months.

2 CHECKING IN AT VICTIM SERVICES AT GREENE COUNTY COURT

2.1 When employees arrive at the Greene County Courthouse to appear as a witness they will check in at the Victim/Witness Office prior to going to the courtroom. Personnel in the Victim/Witness Office are the only people authorized to sign an employee’s overtime card, provided that the employee has appeared as directed by the subpoena. Employees who are on duty will also check in at the Victim/Witness Office prior to going to the courtroom. These requirements include pretrial conferences when indicated on the subpoena.

2.2 If employees do not appear in the Victim/Witness Office as directed on the subpoena, office personnel will document this information on a form and forward it to the Support Services Commander. The Support Services Administrative Assistant will then enter this information into the database. It will be reported as a failure to appear as directed.

3 CHECKING IN AT MUNICIPAL COURT

3.1 If an employee does not appear for trial when subpoenaed, the Prosecutor’s Secretary will document this on a form and forward it to the Support Services Commander’s Office. The Support Services Administrative Assistant will then enter this information into the database. It will be reported as a failure to appear as directed.

4 DOCKETLINES

4.1 Both Municipal Court and the Greene County Prosecutor’s Office maintain telephone numbers with recorded messages listing last minute court cancellations called “docketlines”. Employees shall check the appropriate docketline prior to appearing for court to confirm that their attendance is required.
5 VACATION SCHEDULING FOR MUNICIPAL COURT
5.1 On the first day of November the long term vacation schedules will be submitted to Municipal Court by the respective Division Commander. This will minimize the number of scheduling conflicts between employees and trial settings. When transfers take place, a copy will be forwarded to Municipal Court by the Division Commander of the receiving division. It is the responsibility of the employee to submit an updated long-term vacation schedule after his or her transfer.

6 REPORTS
6.1 Once a month, a report will be compiled from the Subpoena database to show who failed to report for a trial. The information will be sent to the employee’s Division Commander for appropriate action.

6.2 At the request of a supervisor, a report can be compiled from the database to show how many times the employee has failed to appear after being subpoenaed.
Bomb Emergencies

I  Policy

To establish procedures for the proper response to incidents involving the use or threatened use of an explosive device, including the safeguarding of lives, and subsequent investigation, if necessary. (46.1.5)

II  Procedure

1  COMMUNICATIONS CENTER
1.4 Communications personnel will, after receiving the call, notify a Springfield Fire Department Fire Marshall who will respond to the scene. Fire department personnel will have command authority while on scene.

1.5 Communications will also notify a police commander or supervisor if our assistance is requested.

2 OFFICER RESPONSE

2.1 When responding to a report of a bomb related incident, officers should turn off their radio(s) when nearing the scene (minimum safe distance is 300 feet). A radio signal could detonate an explosive device. No smoking is allowed within the perimeter. Cell phones should be turned off prior to arriving on the scene.

2.2 The officer assigned the call shall contact the fire department representative with command authority. This officer will act as liaison for the police department until relieved by a supervisor or commander. Any police assistance requested by a fire official shall be coordinated by the liaison officer.

2.3 In the event of an actual detonation, responding officers shall attempt to:

2.3.1 Assist with any injured persons.

2.3.2 Protect evidence by establishing a perimeter, allowing limited access into the scene, and providing one way in and out of the scene.

2.3.3 Be alert for a second, unexploded device.

2.3.4 Consideration will be given in securing the area in order to prevent looting.

3 SEARCH PROCEDURES

3.1 In the case of a bomb threat, the decision to evacuate and search a premises rests with management.

3.1.1 When the decision to evacuate is made, employees will be asked to take personal belongings outside with them.

3.1.2 In certain situations persons thoroughly familiar with the premises are essential to the search and may accompany police and/or fire personnel in the search.

3.1.3 If you are asked to assist with the search, be aware that a bomb can be disguised to look like everyday objects. Do not touch
3.1.4 If a suspected device is located, the building will be evacuated if not already done so.

3.2 A minimum safe distance for officers and civilians with cover is 300 feet. Cover being a wall, dirt mound, etc. Officers will assist in keeping citizens at this distance. Neighboring businesses should be evacuated if within the 300-foot perimeter.

3.3 Fire department bomb technicians may choose to render the device safe by destroying it in place. All other personnel shall “stand by for detonation” at the minimum safe distance.

4 No information will be released to anyone outside of police or fire department personnel without the permission of the fire commander.

5 The police department will assist the fire department with any criminal investigation resulting from the placement of a real or simulated explosive device.

6 The officer having the log on the call shall complete a report in the event no report will be completed by fire department personnel.
Civil Disturbances

I Policy

It is the policy of the Springfield Police Department to respond quickly and effectively to civil disturbances, emergency situations at correctional institutions, and other mass disorders. The department goal will be to safeguard persons and property, restore and maintain order, and protect the constitutional rights of all parties involved.

II Procedure

1 PLANNING
   Many civil disturbances are of a spontaneous nature; however, when advance information of an incident has been received, the Chief of Police, or his designee, will meet with all involved supervisory personnel. The purpose of this meeting is to:
   1.1 Estimate the scope of the anticipated event.
   1.2 Determine the resources that may be required to respond.
   1.3 Assign specific duties to command staff and supervisors.

2 COMMAND RESPONSIBILITY
   The Chief of Police, or his designee, will be the incident commander and is responsible for planning and the operational command of involved personnel. The planning process shall include:
SOG 409.2
Civil Disturbances

2.1 Acquisition of situation maps
2.1.1 Large scale maps are carried in Uniform Operations Division supervisor’s cars and the mobile command post.
2.1.2 Additional maps of different scales are available from the city mapping department.

2.2 Development and publication of a written response plan, if sufficient time is available.

2.3 If practical, the incident commander will meet with the organizers of any planned event which may evolve into a civil disturbance. The purpose of this meeting will be to:
2.3.1 Provide organizers with information concerning statutes and ordinances which may apply.
2.3.2 Address any concerns of the organizers.
2.3.3 Attempt to obtain a commitment for voluntary compliance with the law and reasonable public safety measures.
2.3.4 Identify contact persons for further consultation, if necessary.

3 CIVIL RIGHTS OF LAWFUL ASSEMBLIES
3.1 The department will not intervene to prevent or interfere with lawful conduct of persons in the exercise of their constitutional rights.

3.2 The department recognizes its obligation to protect the free exercise of constitutional rights, and will take reasonable measures to do so while striving to maintain public order.
3.2.1 Officers of this department shall guarantee protection against unlawful arrest and unreasonable search or seizure.

3.3 Intervention will occur only when violations of the law and threat to public safety require law enforcement response.

4 CHAIN OF COMMAND
During a civil disturbance, the Chief of Police, or his designee, shall be in charge of the overall operation. All personnel called in will report to the incident commander for assignment.

4.1 Uniform Operations Division lieutenants shall be assigned responsibility for field operation activities and shall report to the UOD Captain. (Operations Commander)

4.2 When a field command post has been established, a UOD field commander may respond to the command post and act as liaison with other departments and agencies.
SOG 409.2
Civil Disturbances

4.3 Field supervisors shall report to field commanders and shall receive direction from the field commanders.

4.4 When the Springfield Police Department has requested and received assistance from other law enforcement agencies within the guidelines of the mutual aid agreement, personnel from other agencies shall fall within the department's chain of command.

4.4.1 Other responding agencies shall be asked to supply a supervisor to be assigned to the command post or to be in direct contact with a Springfield Police Department supervisor/commander.

4.4.2 Law enforcement personnel from other agencies shall be supervised by Springfield Police Department supervisors.

4.4.3 Springfield Police Department supervisors shall keep account of personnel from other agencies, keeping track of the names of these personnel and the time worked and duties performed.

5 RESPONSE STRATEGIES

5.1 Field Responsibilities

5.1.1 In the event an officer encounters the initial stages of a civil disorder, he should:

5.1.1(a) Monitor the situation from a secure and secluded location if possible.

5.1.1(b) Immediately radio the location and scope of the disorder.

5.1.1(c) Request supervisory and command evaluation if time permits.

5.1.1(d) Request additional manpower to stand by to contain and isolate the disorder if directed to do so.

5.2 Managing Non-Violent Protest
The supervisor will then direct the arrest team into position, if protesters do not comply. The supervisor will then direct the arrest team to each protester (one at a time). The supervisor will then give each protester direct commands that they are under arrest, and he/she needs to comply with the officer's commands. The supervisor should request the protester to stand, place his/her hands behind his/her back, or any request that would assist in controlling the resistance. If the protester does not comply with commands, the supervisor will then direct officer(s) to apply a control technique.

- 2 Officers - Officers will approach the protester (indicated by supervisor) and apply an escort control technique to remove the protester. If the officers cannot apply an escort control technique, the low profile pain compliance techniques can be applied by the officers to control the passive resistance. In the officers encounter higher levels of resistance, he/she should use the most appropriate control method to control the resistance (Use of Force SOG 103.5).

5.2.1(b) Pain Compliance Techniques
- Pain compliance techniques will only be used when the protester refuses to comply with verbal commands.
- Examples of pain compliance techniques that can be used are the following: Escorting - straight arm bar, transport wristlock. Pressure Points - touch pressure to mandibular angle, hypoglossal nerve, or infraorbital.
- OC spray can be used as an option if other techniques fail to control the resistance, or the use of hands on control techniques are tactically unsafe.

5.2.1(c) Escorting to Transporting Vehicle
- Officer will not drag arrested protesters. Officers should also not attempt to carry arrestees.
- To avoid carrying or dragging protesters, officers should continue to apply the escort control technique on the passive resister until arriving at the
Transportation vehicle. The arrested person can then be handcuffed and transported.

- If it is necessary to carry arrestees, a gurney should be used. The arrested person will be secured in the gurney to prevent him/her from falling off.

5.2.1(d) Video Tape

- One officer should be assigned to videotape the incident if resources permit.

5.3 Tactical Alert Phases

5.3.1 Phase I - Large Scale Disturbance

5.3.1(a) Phase I is to be implemented by the watch commander, or his designee, when he recognizes that the disorder is about to become a large scale disturbance.

- Notify the chain of command through the Emergency Communication Center.
- Notify all units to remain in service unless specifically directed to do otherwise or for emergencies.
- Assign units to monitor the growth and direction of the movement and report this to him.

5.3.2 Phase II - Inadequate Local Resources

5.3.2(a) When conditions place such a strain on manpower that the disturbance cannot be contained and security at vital installations cannot be maintained, the watch commander is empowered to call in additional personnel as necessary.

- The chain of command will be notified as soon as practical.
- If department resources appear to be inadequate to cope with the situation, assistance may be requested from other law enforcement agencies with which there exists a mutual aid agreement. (see attached list)

5.3.3 Phase III - National Guard Assistance

1 Section 5.2 was added 1-19-98.
5.3.3(a) In extreme circumstances, the Mayor has authority granted in section 26-58 of the City Code to request military support from the Missouri National Guard.

5.4 Command Post Operation
5.4.1 The incident commander will establish a command post and determine a location for it based on:
5.4.1(a) Security and safety of the location.
5.4.1(b) Proximity to the areas of operation and an adequate staging area.
5.4.1(c) Access to utilities and telephone.

5.4.2 The command post will be staffed at the direction of the incident commander and may consist of the following personnel:
5.4.2(a) Incident Commander (Chief of Police)
   • Responsible for the overall operation. Assigns missions to support and operational units, coordinates activities with outside agencies. The primary decision maker.
5.4.2(b) Operations Commander (UOD Captain)
   • Develops strategy in manpower deployment and containment/arrest activities.
5.4.2(c) Support Services Commander (S.S. Captain)
   • Directs operations of all support personnel and provides for detention of arrestees.
5.4.2(d) Field Commander (UOD Lieutenant)
   • Directs the operations of police squads.
5.4.2(e) Intelligence Commander (CID Captain)
   • Directs a group of officers in the collection of intelligence data, the monitoring of crowd movements, etc.
5.4.2(f) Operations Officer (Patrolman)
   • Assigned at the command post to maintain an accurate event log of decisions made, actions taken and events as they occur. Also maintains personnel records, plans relief rosters, and completes other administrative duties as directed.
5.4.2(g) Executive Officer
   • Supervisory officer based at the command post and assigned as an aide to the incident commander.

5.5 Perimeter Control
5.5.1 If the situation warrants, a perimeter shall be established to limit access to the area of disturbance.

5.5.2 The incident commander may establish checkpoints at the approaches to the area and assign officers to control traffic as necessary.

5.6 Tactical Considerations

5.6.1 At the direction of the incident commander, a police squad(s) under the direction of a field commander may attempt to disperse an unlawful assembly or contain and arrest the participants.

5.6.1(a) The use of any chemical agents to disperse an unlawful assembly must be approved by the incident commander or his designee.

5.6.2 The Mayor has authority granted by section 26-58 of the City Code to take the following actions:

5.6.2(a) Declare a state of civil emergency.
5.6.2(b) Impose a curfew upon all or any portion of the city.
5.6.2(c) Close any and all businesses throughout the city.
5.6.2(d) Order the discontinuance of selling, distributing dispensing or giving away of any firearms, ammunition or other weapons.
5.6.2(e) Order the closing of all businesses and private clubs where intoxicating liquors are sold, dispensed or consumed.
5.6.2(f) Order the close of locations selling or distributing gasoline or other liquid flammable products.
5.6.2(g) Prohibit the sale or distribution of gasoline or other liquid flammable products in any container other than a gasoline tank properly affixed to motor vehicle.
5.6.2(h) Close any public place, street or parking area to motor vehicles, persons and pedestrian traffic.

5.7 Security Concerns

5.7.1 Considering the scope and location of the disturbance, the incident commander may assign a security detail to protect public facilities such as government buildings, transportation and communication centers.

5.7.2 If necessary, the incident commander shall assign personnel to maintain security of police resources such as the command post, staging area and fleet vehicles.
6 SURVEILLANCE
6.1 If the situation warrants, surveillance should be established to provide intelligence information about the disorder, such as crowd estimates, public safety hazards, etc.
6.2 Such surveillance may include the use of undercover personnel and the use of video or still photography.

7 MASS ARREST SITUATIONS (46.1.3)
If the possibility of mass arrests exists, the City Prosecutor should be notified and his/her advice and assistance requested. A mass arrest situation exists when a number of persons to be arrested in a single incident exceeds the department's ability to perform normal arrest, booking, and reporting procedures. The following procedures shall be followed:
7.1 The watch commander must approve, coordinate, and direct all incidents involving mass arrests.
7.2 It is the responsibility of the watch commander to notify the detention facility that mass arrests are possible.
7.3 When a detention officer receives information that mass arrests are possible, he/she will immediately notify the Detention Supervisor (Sergeant) and/or the Support Services Commander (Captain).
7.4 Sufficient personnel should be gathered before any enforcement action is taken.
7.5 Police vehicles should be parked and secured at one location with at least one officer remaining with the vehicles.
7.6 The watch commander will assign officers to set up a field processing center.
7.6.1 The watch commander shall decide on a location where prisoner processing can be performed in the field.
7.6.2 This location shall be out of sight from the disorder, within 1/2 mile if possible.
7.7 Arrestees will be removed from the arrest scene and taken to the field processing center as quickly as possible.
7.8 Arrestees will be transported directly to jail or cited and released as soon as possible after field processing. The standard procedures for transporting prisoner apply to mass arrests. In the event that busses or other mass transit vehicles are used, care shall be taken to ensure that all prisoners are secured with handcuffs or flex cuffs, and a sufficient number of officers are present to maintain security.
7.9 Juvenile offenders detained will be kept separate from adult offenders. The detaining officer will, as soon as possible, transport the juvenile to
headquarters. The detaining officer will then contact Greene County Juvenile for disposition of the juvenile.

7.10 Critical Positions and Duties
7.10.1 In order to process a large number of prisoners, a field processing team will be formed. It will be supervised by a detention supervisor. This team is responsible for processing, custody, and transportation of those arrested. The team consists of:

7.10.1(a) Detention Supervisor - 1 police sergeant
7.10.1(b) Prisoner Transportation - 2 detention officers
7.10.1(c) Transport Security Officer - 1 police officer
7.10.1(d) Prisoner Processing Officers - 2 detention officers
7.10.1(e) Detention Security Officers - 4 detention officers
7.10.1(f) Property Control Officers - 1 property unit clerk and 1 detention officer.

7.10.2 Police officers may be substituted in the event any of the detention personnel are unavailable.

7.11 Emergency Medical Services
7.11.1 The supervisor at the scene shall monitor the situation for the potential of injured officers or prisoners. He may ask for an ambulance to be standing by at the field processing area.

7.12 Field Processing Mass Arrests
7.12.1 Officers will be assigned as needed to maintain order in the field processing area.
7.12.2 Initial field processing will be completed at the field prisoner processing area.

7.12.2(a) Polaroid photograph of the prisoner shall be taken with the arresting officer. The item number will be written on the photograph.
7.12.2(b) Completed booking card or copy of a municipal summons.
7.12.2(c) Removal of prisoner property during a field search (excluding necessary clothes).
7.12.2(d) Proper packaging, labeling, and security of prisoner's property. (The summons or booking card shall be attached to the package containing the prisoner's property).

7.12.3 Prisoner transportation to the Springfield Detention Facility will be in the detention transportation vehicle(s). A marked police car will escort.
7.12.4 Any evidence seized as a result of a mass arrest incident will be turned over by the arresting officer to a designated property control officer at the field processing center.

7.12.5 The property control officer will complete a property report noting the time, date, and the officer by whom the evidence was seized. The evidence will be secured and transported to the property room at an appropriate time.

7.12.6 The field processing officers will obtain a case number for each arrest and ensure that the case number is on all reports.

7.12.7 Upon completion of field processing, the prisoner will be taken to a place of release or confinement.

7.12.8 Arrestees will not be allowed visitation from defense counsel until they have been lodged in the detention facility.

7.12.9 Food, water, sanitation and immediate medical needs of the prisoners shall be met.

7.13 Final Prisoner Processing at the Detention Facility

7.13.1 After prisoners are transported to the Springfield Detention Facility from the field processing area, the following processing will be performed.

7.13.1(a) Photographs with a 35 mm camera (mug shot).

7.13.1(b) Computer generated arrest report or hand written field booking report.

7.13.1(c) Fingerprinting.

7.13.1(d) Itemized inventory of prisoner's property and secured storage.

7.13.1(e) Records/Warrant checks.

7.13.2 The city court administrator will be the court and prosecutional liaison if their assistance is needed.

7.14 Detention/Housing of Mass Numbers (72.5.7)
SOG 409.2
Civil Disturbances

7.14.4 Additional overflow prisoner population will go to Greene County Jail.
7.14.4(a) SOG 414.1 on Mutual Aid agreements will be followed when requesting assistance for confining prisoners at Greene County Jail.

8 TRANSPORTATION
8.1 The incident commander, with assistance from the Support Services Division, shall arrange for any needed transportation services for personnel assigned to the situation.
8.2 In the event of special needs for mass transportation of department personnel or prisoners, the resources of other city departments, City Utilities and the Federal Medical Center may be accessed.

9 EQUIPMENT
9.1 Police personnel will utilize their assigned personal equipment.
9.2 Specialized equipment may be issued to field officers for use in civil disturbances.
9.3 The Support Services Division shall be responsible for the emergency acquisition of additional equipment and supplies, as needed.

10 COMMUNICATIONS
Effective communications is critical during a civil disturbance or other emergency situation.
10.1 A radio frequency will be designated as the primary channel to handle radio traffic concerning a civil disturbance.
10.2 When law enforcement personnel from other agencies are requested and involved in the situation, they shall have radio communications capabilities with the department.
10.2.1 The other agency personnel may be loaned a department radio; or,
10.2.2 They may be assigned with department personnel.
10.2.3 In the event that a command post is established and liaisons from each agency are present in the command post, radio communication may be relayed from command post personnel.

11 COMMUNITY RELATIONS/PUBLIC INFORMATION
During a civil disturbance or other emergency situation, it is important to provide timely, accurate information to the public through the news media.
SOG 409.2

Civil Disturbances

11.1 The release of information to the public shall follow the procedures established in SOG #303.1.

11.2 Media briefings shall be held at a designated location and at scheduled times.

11.3 The department's Media Relations Officer or other designated person shall conduct all media briefings.

12 POST-OCCURRENCE DUTIES

Once a civil disturbance has been brought under control, police personnel shall ensure that equipment and manpower have been returned to normal operating status.

12.1 All involved personnel shall be informed via the chain of command to return to their normal work shifts.

12.2 If used, the mobile command post shall be replenished with needed supplies and returned to its storage location. The mobile command post shall be kept ready for response to any future incident.

12.3 The incident commander shall ensure that notifications are made to the owners of additional equipment used at the scene to remove their items.

13 CORRECTIONAL OR OTHER INSTITUTIONS

13.1 City Detention Facility

13.1.1 The Department will assume incident command and will implement procedures appropriate to this directive or SOG 411.2.

13.2 Other Institutions

13.2.1 The Department will assist the organization in command of the incident.

14 AFTER ACTION REPORTS

Following our department's involvement in a civil disturbance, the incident commander shall ensure that a report summarizing the department's activities is completed. Included in the report shall be:

14.1 An overview of the entire incident.

14.2 An accounting of the man-hours expended by the department.

14.3 An accounting of personnel assignments.

14.4 An accounting of man-hours expended by other law enforcement agencies that responded at our request.

14.5 The use of equipment for which financial reimbursements must be made.

14.6 An assessment of the department's overall response to the incident.

14.7 Any other pertinent information.

14.8 The Chief of Police shall conduct a debriefing concerning the incident at a regular command staff meeting.
Natural and Man-Made Disasters

I Policy

It is the policy of the Springfield Police Department to respond to unusual circumstances such as natural and man-made disasters in an effective manner. In these situations, the Department's goal is to protect life and property and to restore order. Coordination and deployment of resources shall comply with the provisions of the Springfield-Greene County Emergency Operations Plan.

II Procedure

Each unusual occurrence is unique. Many procedures must be undertaken to respond properly to these situations. The procedures contained within this SOG are intended to be basic guidelines and may be adapted and/or modified as needed during a disaster or other unusual occurrence.

1 PLANNING RESPONSIBILITY (46.1.1)

Since the majority of the Department's response during an unusual occurrence originates within the Uniform Operation Division, the UOD Commander shall be responsible for planning for the Department's response.
2 COMMUNICATIONS (46.1.2) (46.1.8)
One of the most vital needs during a disaster is effective communications. This includes
the notification and mobilization process as well as coordinated communications among
operations personnel.
2.1 The Chief of Police may request resources from the office of Emergency
Management in the event the Communication Center is rendered inoperable.
2.2 Once it has been determined that a disaster is likely to occur or one has
occurred, personnel of the City/County Emergency Communications center are
responsible for making notifications.
2.2.1 For example, during a severe weather warning, communications shall
make notifications of key personnel per their operating procedures.
2.2.2 When Department personnel (supervisors, commanders, or others)
realize the need for additional personnel to be called-out to assist with
a disaster, they may request Communications to initiate some calls.
2.3 If there exists a need for large numbers of personnel to be called-out, the on-
duty commander/supervisor shall designate a person(s) to make calls.
2.4 Personnel may also make use of local media to request certain groups of off-
duty personnel to report to work.
2.5 All radio traffic concerning a disaster should be on one radio frequency. This
frequency shall be restricted to radio traffic related to the event.
2.6 When law enforcement personnel from other agencies are requested and
involved in the disaster, they shall have radio communications capabilities with
the Department.
2.6.1 These other agency personnel shall be loaned a Department radio; or,
2.6.2 They shall be assigned with Department personnel.
2.6.3 In the event that a command post is established and liaisons from each
agency are present in the command post, radio communication may be
relayed from command post personnel.
2.6.4 For a limited amount of time, radio communications may be relayed
through Emergency Communications to other agencies.
2.6.5 Command officers shall utilize the mutual aid portable radios and
cellular telephone communications for coordination with other agencies.
3 ALERT STAGES (46.1.8)
Different occurrences require different levels of response to protect lives and property and to restore order.

3.1 An Alert I may be initiated by a UOD Commander or Supervisor when it is realized that a major incident has or may occur and significant resources will be needed to handle the incident. When initiated:

3.1.1 The commander/supervisor shall ensure that proper notifications are made;
3.1.2 The initiator shall direct needed on-duty personnel to the location of the incident or to a safe staging area;
3.1.3 The initiator may restrict the Department's response throughout the City to certain calls-for-service (example - Priority one or two, etc.);
3.1.4 The initiator shall monitor the situation for status changes.

3.2 An Alert II occurs when conditions of the incident create a strain on available resources that additional personnel or other resources are necessary. An Alert II may be initiated by a Commander or the Chief of Police.

3.2.1 The Chief of Police and the UOD Commander shall be notified.
3.2.2 Off-duty Department personnel may be called-in to report for duty.
3.2.3 Assistance may be requested from other law enforcement agencies with which there exists a mutual aid agreement. (A list of these agencies is attached.)
3.2.4 The mayor may be requested to alert the Missouri National Guard.

3.3 An Alert III occurs when all other available resources are inadequate to control the incident. The Missouri National Guard shall be requested as detailed in SOG # 414.1, Agency Jurisdiction and Mutual Aid.

4 STAGING AREAS (46.1.8)
Whenever additional personnel are requested to assist with an unusual occurrence, they shall be directed at the time of contact to report to a staging area.

4.1 The staging area may be Police Headquarters but will most often be near the location of the incident.
4.2 A staging area near the incident shall be in a safe location.
4.3 There should be sufficient area for the parking of numerous vehicles.
4.4 Shelter should be available in the form of a building, home or the Mobile Command Post (MCP).
4.5 It is desirable to have access to electrical power, telephone service and rest room facilities at the staging area.
5 SITUATIONAL MAPS (46.1.2)
In order to clearly understand and relay information about an unusual occurrence, situational maps should be used.

5.1 These maps should be available at the staging area for use in assigning personnel.

5.2 Large scale maps are carried in UOD command and supervisor's cars and the MCP.

5.3 Additional maps of different scales are available from the City's Mapping Department.

5.4 Notations should be made on the map to indicate the location of assigned personnel and their radio numbers.

6 FIELD COMMAND POSTS (46.1.2)
The operational phase of handling an unusual occurrence is often best facilitated from a field command post. Such a command post may be simple or structured.

6.1 The initial field command post may simply consist of the first on-scene supervisor's or commander's police vehicle.

6.2 Upon approval of a property owner, the field command post may be established within a building in a suitable location.

6.3 The Department's Mobile Command Post may be used as a field command post.

6.4 When other City departments are involved in an incident, that department may have access to a more suitable field command post.

6.5 Access to a field command post shall be limited to personnel assigned to work within the command post.

6.6 Different agency/department liaisons shall be assigned to the field command post.

7 CHAIN OF COMMAND (46.1.2) (46.1.8)
The command and control of all emergency response services shall be based at the Emergency Operations Center (EOC), if activated. The Chief of Police, or his designee, shall respond to the EOC and serve as SPD liaison with other response agencies.

During a natural or manmade disaster, the Uniform Operations Division Commander shall be in charge of the police field operation. He shall report to the Chief of Police.

7.1 Uniform Operation Division lieutenants shall be assigned responsibility for field operation activities and shall report to the UOD Commander.
When a field command post has been established, a UOD field commander shall respond to the command post and act as liaison with other departments and agencies.

Field supervisors shall report to field commanders and shall receive direction from the commander.

When the Springfield Police Department has requested and received assistance from other law enforcement agencies within the guidelines of the mutual aid agreement, personnel from other agencies shall fall within the department's chain of command.

Other responding agencies shall be asked to supply a supervisor to be assigned to the command post or to be in direct contact with a Springfield Police Department supervisor/commander.

Law enforcement personnel from other agencies shall be supervised by SPD supervisors.

SPD supervisors shall keep account of personnel from other agencies keeping track of the names of these personnel and the time worked and duties performed.

Personnel who encounter an injured or deceased person shall attempt to obtain accurate identification information to include name, date-of-birth, physical description, address and names of next-of-kin.

Personnel shall record and report the nature of injuries, if medical attention is required and the location of such treatment.

Personnel shall be informed by the incident commander if a temporary morgue has been established to handle casualties from the disaster.

Red Cross personnel may be called to assist with tracking injured and deceased victims.
During a disaster, it is important to provide accurate information to the public through the media. Rumors will become prevalent and may further destabilize public order. Where possible, police personnel shall attempt to confirm or dispel rumors in coordination with the Public Information Officer. The SPD shall make every effort to assist with the release of information.

9.1 The release of information to the public shall follow the procedures established in SOG 303.1.

9.2 Media briefings shall be held at a designated location and at scheduled times.

9.3 The Department's Media Relations Officer or other designated person shall conduct all media briefings.

9.4 As the situation allows, field commanders shall arrange for media tours of the effected area(s).

9.5 Personnel shall attempt to track the source of any rumors.

9.6 Personnel shall report rumors to their supervisors and the supervisors shall pass the information on to personnel at the command post.

9.7 The Department's Media Relations officer shall coordinate activities with the Public Information Officer.

10 OTHER AGENCY SUPPORT (46.1.2)

The Springfield Police Department shall request the assistance of other law enforcement agencies and shall respond to other agencies' requests as outlined in the established mutual aid agreements.

10.1 It should be considered that a natural disaster, such as a tornado, that effects the City of Springfield may also effect other jurisdictions. This is likely to reduce the amount of assistance other agencies may be able to provide.

10.2 SPD personnel who respond to another jurisdiction at that jurisdiction's request shall have the authority of that jurisdiction.

10.3 If large numbers of SPD personnel respond to another jurisdiction SPD supervisory and/or command personnel shall also respond to act as liaisons.

10.4 Personnel of other agencies should be assigned to act as a unit in order to maintain unit integrity.

10.5 If necessary, arrangements shall be made to transport personnel from other agencies from the command post to the assigned area via Department vehicles.

11 MILITARY SUPPORT (46.1.2)

The mayor of Springfield may request assistance from the Missouri National Guard or other military support from the governor of Missouri.
11.1 Military support may be required to assist with securing effected areas of a disaster.

11.2 Military support may be needed to provide security for public buildings and other duties.

12 **PUBLIC FACILITY SECURITY (46.1.2)**

Police personnel may be required to provide security at various public facilities during a disaster situation. Depending on the situation, security may be needed at:

12.1 Public buildings such as courts, city hall, police headquarters, communications center, etc.;

12.2 Utilities facilities (electrical power, water, etc.);

12.3 Other public facilities.

12.4 Emergency Operations Center location

13 **TRAFFIC CONTROL (46.1.2)**

During all disasters the control of traffic in and around the effected area(s) is a primary duty of the police department.

13.1 Once a situation is assessed and stabilized, police personnel shall establish traffic control points.

13.2 Assistance in traffic control may be obtained by making use of barricades and other traffic control devices.

13.3 The primary function of traffic control is to limit access to the effected area(s) to persons with a legitimate reason for being in the area.

13.4 During a prolonged incident, the police department may issue vehicle passes to individuals who live within the effected area or who are working within the area. These passes shall be issued at a field command post and citizens shall be informed where and how to obtain passes.

14 **EQUIPMENT REQUIREMENTS (46.1.2)**

All of the Department's available equipment shall be used when needed during a disaster. Equipment needs shall be coordinated with other city departments and other resources as needed.

14.1 The Department's mobile command post may be used as a field command post.

14.2 Portable generators may be used for auxiliary power at the command post or at the disaster scene.

14.3 The City's Public Works Department can be called upon to supply barricades for use in traffic control.
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14.4 Public Works may be called upon to provide heavy equipment to assist in search and rescue efforts.
14.5 Private companies may be contacted to provide needed equipment such as additional barricades, specific heavy equipment, etc.

15 DE-ESCALATION PROCEDURES (46.1.2)
As a disaster situation stabilizes and/or ends, the Police Department's activities shall be evaluated and modified.
15.1 Field Commanders shall continuously monitor the situation in order to evaluate the Department's need of additional resources.
15.2 As the situation allows, the Field Commanders shall return personnel to normal duties and issue a news release to that effect.
15.3 Law enforcement personnel shall be released from disaster duties in the following order:
   15.3.1 Personnel from other agencies;
   15.3.2 SPD personnel working hours other than their normal shifts;
   15.3.3 SPD personnel working their normal work shifts.

16 POST-OCCURRENCE DUTIES (46.1.2)
Once a disaster situation has been brought under control, Police personnel shall ensure that equipment and manpower have been returned to normal operating status.
16.1 All involved personnel shall be informed via the chain-of-command to return to their normal work shifts.
16.2 If used, the mobile command post shall be refurbished with needed supplies and returned to its storage location. The mobile command post shall be left ready for response to any future incident.
16.3 The incident commander shall ensure that notifications are made to the owners of additional equipment used at the scene to remove their items.

17 AFTER-ACTION REPORTS (46.1.2)
Following our Department's involvement in a disaster situation, the incident commander shall ensure that a report summarizing the Department's activities is completed. Included in the report shall be:
17.1 An overview of the entire incident;
17.2 An accounting of the man-hours expended by the Department;
17.3 An accounting of the man-hours expended by other law enforcement agencies that responded at our request;
17.4 The use of equipment for which financial reimbursements must be made;
17.5 An assessment of the Department's overall response to the situation;
17.6 Any other pertinent information.

18 TRANSPORTATION REQUIREMENTS (46.1.2) (46.1.8)
The nature of a disaster will determine the methods needed to provide for transportation of personnel to their assigned areas. Methods to be used may include, but are not limited to, the following:
18.1 Assigned marked police vehicles;
18.2 Other departmental vehicles (CID, Support, etc.);
18.3 City-owned vehicles such as multi-passenger vans may be used to deliver personnel to a location;
18.4 City Utilities and the Federal Medical Center have vehicles that may be used to transport large numbers of people.

19 EMERGENCY PLANS (46.1.7)
A copy of the Emergency Operations Plan (EOP) for Greene County and the City of Springfield is available to all UOD commanders and supervisors in the UOD Commander's office. Each UOD Commander also has a copy of the plan in his/her vehicle.
19.1 The EOP shall be maintained and updated as directed by the Office of Emergency Management. The UOD Commander shall ensure that the plan is maintained.
19.2 Disaster plans for a number of individual businesses are also available in the outer office of the UOD Commander.

20 EQUIPMENT DISTRIBUTION (46.1.8)
During an emergency mobilization for a disaster or other situation, Departmental equipment must be distributed in a manner that is the most efficient to address the incident.
20.1 All UOD personnel who respond to an emergency mobilization shall ensure that they have all of their assigned equipment with them and that it is in good working order.
20.2 The Department's Quartermaster shall be contacted by the incident commander if equipment other than normal items is required.
20.3 The Quartermaster shall work closely with the incident commander to ensure that all necessary equipment is available.
20.4 The Quartermaster shall keep track of equipment used during an incident and plan for replenishment as needed.
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21 SPECIAL TASK FORCES (46.1.8)
The Chief of Police or his designated commander may request that a special task be formed to address a specific emergency mobilization need.
21.1 Any special task force shall be supervised by a Department supervisor or commander.
21.2 The special task force shall be given a specific mission to accomplish.
21.3 The task force supervisor/commander shall report the force's progress through the chain-of-command.

22 KEY PERSONNEL DESIGNATIONS (46.1.8)
Designated personnel of the Police Department shall be required to respond to disaster and other emergency situations.
22.1 Upon learning of a disaster, key personnel shall tune in to public broadcast and Emergency Broadcast stations for further deployment instructions and shall expedite compliance with those directions.
22.2 Employees should refrain from calling the Emergency Dispatch Center for directions due to the high call workload likely at that time.

23 MOCK DISASTER SIMULATIONS (46.1.8)
23.1 The Greene County Emergency Management Office conducts mock disaster simulations involving multiple agencies in a coordinated rehearsal for weather, air transport, hazardous materials, or other catastrophic disaster.
23.2 The Springfield Police Department will provide full support in the planning and implementation of such simulations on at least an annual basis.

24 EQUIPMENT MAINTENANCE (46.1.6)
All Department equipment available for use during natural and manmade disasters and other unusual occurrences shall be maintained in proper working order. The equipment shall be inspected for operational readiness on a monthly basis.
24.1 The equipment located in the Mobile Command Post and the maintenance of this equipment are covered in SOG 304.3, Special Purpose Vehicles, Section 1.1.
24.2 Additional equipment that might be needed during an unusual occurrence is located in the Department's Arms Room.
24.2.1 The Department Quartermaster shall inspect this equipment on a monthly basis and shall ensure that it is in operational readiness.
24.2.2 An inventory list of this equipment shall be maintained there.

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24.3 An unusual occurrence requiring a tactical response may involve equipment assigned to the SRT unit and personnel. This equipment and its maintenance are listed in SOG 411.1, Special Response Team, Section 18.

III Attachments

1 Appendix - Inventory Lists
   1.1 Arms Room Inventory
   1.2 Mobile Command Post Inventory
   1.3 SRT Inventory
Clandestine Drug Lab Procedures

I  Policy

It is the policy of the Springfield, Missouri Police Department to conduct aggressive, comprehensive and coordinated investigations to detect and provide for the safe handling and disposal of clandestine drug laboratories, and/or their components by properly trained and equipped specialists. It is also our policy to educate and provide training for any citizen who wants it.

II  Definitions

Specialist- Any employee of the Springfield Police Department, other government agency or authorized private employee who is specially trained, certified and equipped to properly dismantle and remove the hazardous materials and waste from the clandestine lab site. A specialist may also remove lab components, precursors, reagents, manufactured drugs and other articles associated to drug production.

Clandestine Drug Lab- Any site, facility, or process where the manufacturing of illegal drugs, or imitation controlled substance has, or may occur.

Clandestine Drug Lab Components- Any chemicals or substance that is manufactured, purified, manipulated, reconstituted or synthesized into an illegal drug, including all containers, apparatus and equipment used in the process.
**Exposure**- Occurs when an employee is in close proximity to a lab, or activated chemicals and it is apparent there is a concentration of airborne, liquid or solid contaminants. Additionally, exposure occurs when there is more than simply observed vapor, dust or a noticeable odor, it must be evident to the employee that their presence, close proximity and relationship to the contaminant might create a potential health risk.

**Contamination**- Occurs anytime a person inhales airborne substances, is injected, skin penetration occurs, or a person ingests by mouth from eating, smoking or chewing prior to being completely decontaminated. Contamination is also skin contact where a splash or any contact with a substance to exposed skin occurs or where the substance passes through protective clothes or gloves. Contamination may occur to either persons or property.

**Safety Equipment**- Normally means any personal protective clothing which includes an outer garment, hood, footwear, gloves, radio, fire extinguisher, Self Contained Breathing Apparatus (SCBA), or any other article that serves to protect the person from contamination or exposure.

**Exigent Situation**- Is defined but not limited to the following: Any situation that could result in death, serious injury, contamination to the environment, or a lab that if left unattended could result in explosion.

### III Procedures

1. HAZARDS OF CLANDESTINE DRUG LABORATORIES (43.1.6) (43.1.5 4th Ed.)
   1.1 Safety procedures in this directive are established with safety as the foremost consideration. All personnel should exercise extreme caution when approaching or working in the area of a suspected clandestine lab or components of a lab.
   1.2 Potential Danger-Clandestine laboratories producing illicit drugs are frequently operated with little or no safety precautions. Immediate dangers include fire, explosion, inhalation of harmful or toxic fumes, and skin contact with dangerous chemicals. Exposure to such chemicals found in such laboratories by personnel without proper training and protection may cause immediate incapacitation, cumulative, or damaging effects to the body.
   1.3 General Precautions- Until trained personnel arrive and take control of a suspected clandestine laboratory, or partial component lab, employees should take general precautions including:
      1.3.1 Recognizing that fumes can be deadly, an officer should maintain a safe distance from the suspected laboratory and avoid being downwind and downgrade from the lab. The scene should be protected as any other crime scene, with the possible
exception of expanding the tape barrier consistent with the incident. The expansion of the crime scene will help eliminate inadvertent exposure and cross contamination.

1.3.2 Refrain from entering the structure/vehicle, or moving vehicle, unless properly trained and have the necessary safety equipment to do so, or exigent circumstances exist. If exigent situations justifies entry into a suspected clandestine laboratory, the time in the laboratory should be as brief as possible. Persons entering the lab should exercise extreme care not to touch anything. Breathing of any chemicals or fumes may be hazardous. Even life saving efforts may be discouraged by unprotected officers if such action requires the rescuer to enter a confined space such as an underground laboratory, a trailer with a single access point, or buried vehicle or container, etc.

1.3.3 Employees should never attempt to smell, taste, or touch chemicals or substances from a suspected clandestine lab.

1.3.4 Employees should refrain from eating, drinking, smoking, chewing gum or tobacco and from placing their hands to their mouth or face.

1.3.5 Persons should wash hands, face and exposed skin immediately upon leaving the area of a clandestine lab. If a person has been contaminated by physical contact that person should seek immediate decontamination by either the Fire Department or DEA.

1.3.6 Personnel should isolate the structure or vehicle involved and the immediate area to provide the maximum protection possible to persons in the area.

1.3.7 Previous clandestine laboratory cases have reported suspects throwing, or attempting to throw, toxic, volatile or caustic chemicals on law enforcement officers, thereby creating a substantial risk of serious harm, or death. Officers may need to consider the use of deadly force to stop the suspect’s act in these situations.

1.3.8 Booby traps are uncommon, but officers should be aware they have been found in some labs. Some possible booby traps are:

1.3.8(a) Containers of solvents wired to electrical sources.
1.3.8(b) Trip wires.
1.3.8(c) Wired refrigerators, drawers or rooms.
1.3.8(d) Boards with nails.
1.3.8(e) Chemical reactions (e.g. acid spilled into cyanide).
RESPONSIBILITIES (42.1.4)

2.1 Field personnel finding or having knowledge of a clandestine laboratory or components will immediately notify the Special Investigations-Narcotics office, or duty officer.

2.2 Officers should secure possible suspects, keeping in mind possible contamination of the suspects and officers.

2.3 Officers should seek medical attention if required.

2.4 Officers may be required to provide security during the processing of the laboratory/vehicle, if needed.

2.5 Patrol officers will relinquish control of the crime scene to narcotics officers upon their arrival.

2.6 Where a lab is known, or highly suspected, patrol officers should notify the narcotics duty officer who will assess the situation and may also notify the Fire Department hazardous materials team for ventilation and decontamination procedures.

2.7 In some situations such as vehicle stops, knock and talks, and response to other police calls, officers may find themselves at an active lab site. Officers should be guided by the following and other considerations when making decisions on how to proceed:

2.7.1 Rapid shutdown of certain chemicals and processes can result in fire, explosion and toxic waste release.

2.7.2 When suspects realize police are on the scene, they frequently try to dump the drugs and chemicals into the sewer system. This action can cause explosion on location, or in neighboring homes and businesses causing collateral damage and contamination to innocent people and property.

2.7.3 Officers must realize that many police situations are inherently dangerous. When making decisions on in-progress crimes where hazardous materials are present, officers must balance their decisions between the needs to secure the suspects, protection of evidence and stopping environmental contamination by hazardous materials and waste AGAINST the safety needs of the innocent citizens and officers. Entry may be an appropriate course of action to reduce the risk of fire, explosion, and toxic release into the environment and limit overall contamination. Officers should attempt to remain undetected as long as possible.

2.7.4 Juveniles - Under Missouri law RSMO 568.045, persons may be arrested for Endangering the Welfare of a Child when they manufacture illicit drugs in the presence of a juvenile. If officers find juveniles on scene, they should immediately take them away from the lab. Officers should contact the Department of Family Services who will take custody of the juvenile. The officer's authority to remove the child comes from RSMO 210.125. In addition, RSMO 210.115 places...
Police officers under mandatory reporting guidelines. Officers should also call the Child Abuse Hotline at 1-800-392-3738 to satisfy this requirement even if DFS responds immediately. Officers are further required to Hotline the incident even if the juvenile is not home at the time.

3 NARCOTICS PROCEDURES AND RESPONSIBILITY (42.1.4)

3.1 Organization and Supervision
3.1.1 The Narcotics supervisor or designee will be responsible for overall direction of all clandestine drug lab (CDL) operations. This does not preclude the direction of DEA, OSHA, DNR, EPA, or other responsible parties.

3.1.2 The Narcotics supervisor will review and approve all CDL case investigations.

3.1.3 The Narcotics supervisor will ensure that all narcotics officers who are asked to collect evidence or dismantle a lab are fully trained and equipped with Level C protective equipment such as Tyvex suits, Air Purifying Respirators (APR), or Self Contained Breathing Apparatus (SCBA), and Nitrile gloves and boot covers. Equipment should also include an Explosive vapor monitor and a phosphine gas monitor. The supervisor is also responsible for the certification and recertification of these officers.

3.1.4 The Narcotics supervisor will ensure that all federal, state and local laws and regulations are adhered to, specifically, OSHA National standards as outlined in the Code of Federal Regulations (CFR) Title 29, Part 1910 with special emphasis on 29 CFR 1910.120 (Hazardous Waste Operations and Emergency Response – HAZWOPER).

3.1.5 The Narcotics supervisor may call numerous other governmental agencies and ancillary services to assist in the appropriate and safe handling of the lab and components. Narcotics personnel will notify the DEA immediately at the onset of the investigation. Some of the organizations are listed as follows:

3.1.5(a) Drug Enforcement Administration (DEA)
3.1.5(b) Department of Family Services (DFS)
3.1.5(c) Department of Natural Resources (DNR)
3.1.5(d) Environmental Protection Agency (EPA)
3.1.5(e) Springfield Fire Department
3.1.5(f) Springfield Health Department
3.1.5(g) Special Response Team (SRT)

3.2 Investigative Responsibility/ Case Agent
3.2.1 The case agent is responsible for the preservation, collection, submission and presentation of evidence. Extensive...
photographs should be taken before evidence is collected. Flash bulbs should not be used due to the explosive nature of labs. Strobes should be used on cameras.

3.2.2 The case agent is responsible for, or causing the acquisition of a search warrant, where appropriate.

3.2.3 The CDL case agent will coordinate with SRT, providing all pertinent information for high-risk search warrant execution.

3.2.4 The CDL case agent will coordinate liaison with other law enforcement and crime laboratory personnel.

All evidence should be considered and marked "contaminated" and must be packaged as such.

3.2.5 The CDL case agent will assist or monitor the proper disposal of hazardous materials.

3.2.6 The CDL case agent will prepare the investigative case report for prosecution.

3.2.7 The CDL case agent will contact the DEA point of contact (POC) and advise them of the lab. The POC may dispatch DEA Special Agents, or direct Springfield Police to a clean-up contractor. DEA will supply us with an ID number logged through the National Clandestine Lab Clean-up Program (NCLCP). DEA will then dispatch a clean-up contractor. The case agent will complete part three of their form when the contractor arrives and return it the following workday. The case agent will also report to the NCLCP if the clean-up was effective.

3.2.7(a) The DEA / POC is:

DEA, Springfield, MO Resident Office
901 St. Louis Street, Suite 301
Springfield, Missouri  65806
Telephone:  417-831-3948

3.2.8 The case agent will also complete the National Clandestine Laboratory Seizure Report (NCLSR) and forward the report to the El Paso Intelligence Center (EPIC).

3.2.9 The case agent will notify the Division of Environmental Health of the Springfield-Greene County Health Department of any dwelling, business or mobile living quarters that has housed a Clandestine Drug Laboratory.

3.3 Posting and Clean-up Procedures

3.3.1 The case agent will ensure that clandestine sites which pose a continuing hazard are conspicuously posted with the DEA warning placard (DEA Form 483) or similar warning. This includes vehicles in which laboratory components are seized.

3.3.2 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 will also notify the Division of Environmental Health of the Springfield-Greene County Health Department of any dwelling, business or mobile living quarters that has housed a Clandestine Drug Laboratory.
4 EXPOSURE/CONTAMINATION REPORTING PROCEDURES AND INFORMATION.

4.1 Employee Reporting

4.1.1 All employees who are exposed to a laboratory, can see vapor, smell chemicals, but suffer no obvious effects should complete only the Chemical Exposure Report (SPD form # 98-IN-0302). When an employee has been exposed or contaminated, is incapacitated, overcome, is ill, has been injected, ingested or has difficulty breathing the employee should seek medical attention immediately. The employee must complete an On-Duty Injury report, Workers’ Compensation Incident Report and Chemical Exposure Report.

4.2 Records Processing and Storage

4.2.1 The original copy of the Chemical Exposure Report will be sent immediately to the Human Resources Department along with other required reports. The Chemical Exposure Report will be placed in the Confidential Workers’ Compensation file.

4.2.2 The Police Chief’s administrative office will receive a copy of the Exposure report. Reports will be filed in a secured file in alphabetical order. All reports will be logged. The log will be maintained in the locked file.

4.2.3 In the event it becomes necessary, the City may access police records where police reports and lab analysis reports identify the chemicals in each event where an employee was exposed.

4.3 Occupational Diseases

4.3.1 Disease of the lungs or respiratory tract or disease of the heart or cardiovascular system, including carcinoma, may be recognized as occupational diseases for the purposes of Chapter 287 RSMo, and are defined to be disability due to exposure to smoke, gases, or inadequate oxygen, for peace officers certified pursuant to Chapter 590 RSMo, or any person assisting in the cleanup or disposal if a direct causal relationship is established to exposure to an illegal controlled substance manufacturing laboratory.
5  CERTIFICATION OF LAB SPECIALIST AND PHYSICALS
   5.1  Specialist Certification
          5.1.1  All employees who actively engage in dismantling a clandestine lab must be fully equipped and certified by the DEA.
          5.1.2  All specialists who were certified must re-certify every year. A copy of their certification must be sent to Human Resources to be filed in their permanent personnel file. An additional copy must be filed with the Narcotics supervisor.
   5.2  Physical Evaluation
          5.2.1  All specialists receive a physical evaluation prior to being allowed in the Clandestine Drug Lab certification schools. This establishes a physical baseline. All specialists must submit to a physical examination annually or anytime they are obviously contaminated and exhibit signs of incapacitation or injury.
          5.2.2  Physical Examinations for DEA clandestine lab certification (pursuant to OSHA 29 CFR Part 1912.120) and City of Springfield Hazardous Material Recovery Team physical examination requirements shall be met.

IV  Attachments

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November 19, 1999
Dignitary Protection

I  Policy

It is the policy of the Springfield Police Department to provide security for dignitaries, visiting officials of other major governmental entities, VIPs, or other persons against whom a significant threat is perceived, or to assist other agencies in their assigned security missions while the visiting persons are in the City. Further, it is department policy to coordinate departmental functions to provide adequate coverage during all special events within the City of Springfield. (46.1.9)

II  Definitions

Dignitary - A person who, because of his social, political, religious or other position, may be the victim of threats of physical harm to himself, his family, or traveling companions, or may be the victim of threats of intimidation or extortion.

Special Event - An activity such as a parade, athletic contest, fair, or public demonstration that results in the need for control of traffic, crowds, or criminal activity.
III Procedure

1 RESPONSIBILITY FOR DIGNITARY PROTECTION AND SPECIAL EVENT COORDINATOR

1.1 The Operations Division Commander or his designee shall act as the commander/coordinator of all security details for special events, visiting dignitaries, or VIPs.

1.2 In the event the VIP has an accompanying security detail, the Commander will work with the person in charge of that detail for a coordination of efforts.

1.3 The Commander will assign as many officers as necessary to provide adequate security of the VIP and his staff. If additional manpower is needed, other area law enforcement agencies will be contacted for assistance.

1.4 The Patrol Division is responsible for providing any special weapons to be used by members of the security team.

2 SECURITY REQUIREMENTS

2.1 The Operations Division Commander or his designee shall establish and/or coordinate various security measures to be taken to ensure the success of the special operation. These measures could include:

2.1.1 Establishment of travel routes and alternates as necessary.

2.1.2 Time table provisions.

2.1.3 On-site inspections of places to be visited.

2.1.4 Limited access to and egress from locations.

2.1.5 Fire suppression personnel and emergency medical technicians on site at various locations as necessary.

2.1.6 Communications equipment

2.1.6(a) Land Line (telephone)

2.1.6(b) Radio (mobile and portable)

2.1.7 Body armor for dignitary and/or security personnel.

2.1.8 Intelligence Unit formed to gather intelligence on individuals or groups hostile towards the VIP.

2.1.9 Notification to area hospitals with Level I trauma centers:

• St. John's Regional Health Center
  1235 E. Cherokee
  (Emergency Room entrance from Cherokee Street)

• Cox Medical Center South
  3801 S. National
  (Emergency Room entrance from National Avenue)
3 IDENTIFICATION OF ASSIGNED PERSONNEL
3.1 Only personnel assigned to the special event/dignitary protection detail shall have access to the special event or detail.

4 SPECIAL EVENT
4.1 Supervision and coordination of department coverage of special events is the responsibility of the Operations Division Commander, or his designee. He shall also serve as a liaison between the department and all outside agencies or organizations.

4.2 Coverage of special events shall be a function of the Patrol Division.
Dignitary Protection

4.3 The Operations Division Commander or his designee shall arrange for any assistance required from the other divisions of this department for special events.

4.4 Because the department's effectiveness in handling special events depends on contingency plans relative to the events, specific plans shall include:

4.4.1 Personnel usage;

4.4.2 Designation of supervisor or coordinator for the coverage of the event;

4.4.3 Written estimate of traffic, crowd control, and crime problems expected;

4.4.4 Logistics requirements; and

4.4.5 Coordination within and outside the Department.
Special Events Plan

I Policy

The Springfield Police Department is often called upon to provide security and police services for a number of special events. The Department shall respond to these events with sufficient resources and in accordance with the procedures contained in this Standard Operating Guideline.

II Procedure

1 SPECIAL EVENTS
Any number of activities that take place within the city limits of Springfield may be classified as special events. Most of these activities will require some response by the Police Department. Some of the possible special events are:
1.1 Parades and runs/walks;
1.2 The Ozark Empire Fair;
1.3 Firefall;
1.4 Entertainment activities;
1.5 Dignitary visits;
1.6 Any other event requiring traffic control and/or special security.

2 SUPERVISOR/COORDINATOR
Each special event shall have an individual named as the coordinator of the Department's response to the event.

2.1 Events that are solely traffic-related shall be assigned to the Traffic Section Commander or his designee. Examples of such events are:
   2.1.1 Parades and runs/walks;
   2.1.2 Firefall;
   2.1.3 Events similar to the Fall Street Machine Nationals.

2.2 Events that are mainly security in nature shall be assigned to Patrol Section personnel. Examples may include:
   2.2.1 Events occurring on Park Central Square, coordinated by the Park Central COP officer;
   2.2.2 Events occurring in other COP areas, coordinated by the COP officers.

2.3 Some events will require both Patrol and Traffic personnel with different portions being coordinated by different personnel. Examples:
   2.3.1 Ozark Empire Fair - Patrol commander/supervisor to coordinate on-grounds security and Traffic commander/supervisor to coordinate the flow of traffic to and from the fairgrounds.
   2.3.2 Dignitary visits - Patrol commanders/supervisors to coordinate security at the airport and other sites and Traffic commander/supervisor to coordinate any motorcades.

3 PLANNING FOR EVENTS
The specific person assigned to coordinate an event shall prepare a written plan for the event. The plan shall include:
   3.1 An estimate of the amount of traffic in and around the event;
   3.2 An estimate of the number of people expected to attend the event;
   3.3 Any projected crime problems occurring as a result of the event;
   3.4 Any other pertinent information.

4 TRAFFIC CONTROL AND DIRECTION
Any event that has the potential of producing unusually heavy traffic shall have contingency plans for handling the ingress and egress of the traffic.
   4.1 The planning for this traffic congestion shall include the site itself as well as the main approach roadways.
   4.2 When time is available, primary and alternate routes to and from an event shall be released to the media via news releases. The releases should also include the availability of alternate, public transportation (City Utilities buses, etc.).
SOG 410.2
Special Events Plan

4.3 Traffic control procedures such as the manual operation of traffic signals shall be considered in planning for the event.

4.4 In the event of a motorcade, coordination should be made with other law enforcement agencies (MSHP, GCSO) to ensure adequate resources are available to control all necessary intersections, etc.

4.5 The person in charge of traffic flow for a special event shall coordinate traffic direction activities with the operators of available parking locations.

5 LOGISTICAL REQUIREMENTS

5.1 Coordination shall be made with other city departments and other agencies to ensure the equipment is available.

5.2 Coordination shall be made with the Department's Quartermaster for additional Departmental equipment.

5.3 Personnel involved in the event shall be advised what equipment will be needed to complete their assignments.

5.4 The planning for a special event shall also include a method of providing relief for personnel working the event.

6 EMERGENCY VEHICLE ACCESS

The planning for any special event shall include pre-planned routes for access to the location by emergency vehicles.

6.1 Information about the route shall be relayed to all assigned personnel.

6.2 Information about the route shall be relayed to Emergency Communications personnel and other departments/agencies as needed.

7 AFTER ACTION REPORT

The person responsible for a specific event shall prepare a report about the event after the event has been completed. The report shall include:

7.1 Estimates of the number of people in attendance;

7.2 A summary of any criminal activity occurring during the event;

7.3 An accounting of the number of man-hours expended by the Department during the event;

7.4 If applicable, a summary of other departments and agencies assisting with the event;

7.5 An evaluation of the effectiveness of the Department's plan for the event;

7.6 A list of what to do differently (what was done that is not needed in the future, what was not done that should be in the future, etc.) for future similar events.

8 PERSONNEL USAGE
The nature of a specific special event may require the assignment of specially trained or supplemental personnel. When assisting other agencies with special events, efforts will be made to satisfy the requirements of the lead agency. The decision to assign specially trained or supplemental personnel shall be made by the assigned incident commander or their designee. Some possible personnel uses might include:

8.1 Special Response Team personnel used to augment countersniper or tactical response personnel of other agencies during dignitary visits;
8.2 Special Response Team personnel to augment standard Patrol resources and/or others during an event;
8.3 Use of Criminal Investigations Section personnel to assist with collecting information, surveying potential threats, or covert intervention;
8.4 Volunteer resources: Cadets, Reserve officers, and citizen volunteers to assist with parking lot or traffic control, provide ancillary support;
8.5 Canine Officers: to assist with crowd control or special searches;
8.6 Other resources as defined by the needs of the event and the requests of the lead agency.
Springfield Police Department

Standard Operating Guideline

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Accreditation Index: 33.6.2, 46.1.7, 46.2.1, 46.2.2, 46.2.3

Rescinds

Part: Operations
Chapter: Special Response Team

Chief of Police:

Special Response Team

I Policy

The presence of a highly trained, highly skilled police tactical unit has been shown to substantially 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.

It is the intent of the Springfield Police Department to have such a unit as a tactical resource, and this document is intended to establish the unit mandate, structure, and general operating procedures for the Special Response Team.

II Procedure

1 MISSION

1.1 The primary responsibility of the Special Response Team will be the resolution of difficult police situations outside the realm of the ordinary patrol response, through the use of developed skills, tactics, and specialized equipment/capabilities. Incidents which meet this criteria include, but are not limited to:

1.1.1 Hostage Situations: The holding of any person(s) against their will by an armed or potentially dangerous person(s).
SOG 411.1
Special Response Team

1.1.2 Barricade Situations: A stand-off created by an armed or potentially dangerous person, in any location, fortified or not, who is refusing to comply with police demands for surrender/compliance.

1.1.3 Sniper Situations: The firing upon citizens and/or police by an armed suspect, stationary or mobile.

1.1.4 High Risk Apprehension: The arrest or apprehension of armed or potentially dangerous suspects, where the likelihood of armed or violent resistance is high, or where potential risk to involved officers (i.e. undercover officer - "buy/bust"), is higher than normal.

1.1.5 High Risk/Unknown Risk Search Warrant Service: Search warrants requiring, or likely requiring, forced entry/dynamic room clearing techniques.

1.1.6 High Risk Surveillance: Surveillance and/or stake out operations involving suspects/operations with a high potential for armed encounter or violence.

1.1.7 Personal Protection: The security of special persons (i.e. visiting dignitaries, VIP's, witnesses/suspects), based on threat or potential threat to their safety and/or security.

1.2 The secondary responsibility of the Special Response Team will be to provide a wide range of police services, in furtherance of departmental goals and objectives.

2 COMMAND RESPONSIBILITIES

2.1 The Springfield Police Department supports the Incident Command System. The on-duty operations commander will be the incident commander in a tactical call out situation, with the Special Response Team Commander or Team Leader having operational command over tactical deployment/resolution. All tactical decisions will be made by the SRT Team Leader or SRT higher authority.

2.2 The incident commander will establish and operate from a command post (CP). The SRT Commander will establish and operate from a Tactical Operations Center (TOC). The SRT commander will ensure that on-going and continuous liaison occurs throughout the duration of the event.

3 UNIT STRUCTURE

The Special Response Team unit structure consists of the following:

- Lieutenant
- Sergeant/Team Leader
- Patrol Officers
4 DUTIES AND RESPONSIBILITIES
The commander is responsible and accountable for the overall operation of the Special Response Team. He is the direct line supervisor of the Team Leader, and commander of all officers assigned to the Special Response Team.

5 TEAM LEADER
5.1 Direct line supervisor of the Red Team and operational supervisor of the Blue Team.
5.2 Coordinates and directs activities involving the Special Response Team and other units/organizations.
5.3 Ensures that team members maintain (and document) an adequate level of training, consistent with their duties and responsibilities. Red Team members are authorized and encouraged to dedicate 25% of their duty time to training.
5.4 Determines minimum team physical performance standards.
5.5 Determines minimum team marksmanship standards.
5.6 Maintains a sufficient level of tactical problem solving knowledge/skills, to manage situations the Special Response Team is likely to be called upon to resolve.
5.7 Determines the equipment needs of the team, and ensures that team members are adequately equipped to meet the requirements of their job.
5.8 Causes an inventory of all team equipment to be maintained.
5.9 Ensures that the unit commander is fully apprised of team activities, including, but not limited to:
   5.9.1 Equipment/training needs.
   5.9.2 Personnel matters.
5.10 Determines the selection criteria for officers assigned to the Special Response Team.
5.11 The Team Leader is responsible for the day to day operations of the Special Response Team.

6 ASSISTANT TEAM LEADER
The assistant team leader is a Red Team member who acts as the team leader in the unit supervisor’s absence.
SOG 411.1
Special Response Team

7 RED TEAM MEMBERS
7.1 Officers assigned to the SRT in a full time capacity.
7.2 Direct line supervisor is the SRT Team Leader. All questions/comments requiring supervisory acknowledgement will be directed to him. The Team Leader will be apprised of all duty-related activities involving team members.
7.3 Primary responsibility is the timely completion of assigned tasks, demonstrating the high standard of performance expected of all SRT members.
7.4 Required to maintain the performance standards (fitness, marksmanship, etc.) established by the Team Leader.
7.5 Required to maintain all equipment, vehicles, and work areas in good condition, subject to inspection at any time.

8 BLUE TEAM MEMBERS
8.1 Personnel assigned to the SRT in a non-full time capacity.
8.2 Direct line supervisor is their unit/division supervisor, with the SRT Leader having operational authority during SRT operations and training days.
8.3 Primary responsibility is to their full time assignment, being subject to emergency call outs by the SRT. Primary SRT operation responsibility is the timely completion of assigned tasks and demonstrating the high standard of performance expected of all SRT members.
8.4 Required to maintain SRT performance standards.
8.5 Required to participate in a full team training day each month.
8.6 Required to maintain all assigned equipment in good condition, subject to inspection at any time.

9 SPECIAL RESPONSE TEAM LONG RIFLE MARKSMEN
9.1 Officers assigned this responsibility are called upon to provide observation, intelligence, and precision marksmanship in tactical situations. SRT long rifle marksmen are selected by the SRT Team Leader and Division Commander from the ranks of the Blue Team.
9.2 Long rifle marksmen will use the department firearms policy as a guide in determining what action they should take in the defense of persons from death or serious physical injury. Specific fire control may be established by the SRT Leader, Division Commander, or higher authority (through the Team Leader/Division Commander) based upon the circumstances of a particular situation.
9.3 The SRT Leader is responsible for determining the qualification course of fire and minimum proficiency/training standards for the long rifle marksmen.
10 CODE OF CONDUCT

10.1 Special Response Team members will conduct themselves in a professional manner both on and off duty. Any behavior, which discredits the member or team and diminishes the effectiveness of either, is grounds for removal. Examples of such behavior include, but are not limited to:

10.1.1 Reporting for duty (scheduled or called in) smelling of, or under the influence of, alcohol beverages.

10.1.2 Dishonesty.

10.1.3 Insubordination.

10.2 Service with the SRT is a privilege, and accordingly, issues concerning conduct will be decided on behalf of the team, and the impact such conduct has on the following unit priorities:

10.2.1 Unquestioned integrity.

10.2.2 Discipline.

10.2.3 Professionalism.

10.2.4 Tactically prepared.

10.2.5 Physically fit.

11 SRT SELECTION PROCESS (46.2.2)

11.1 The nature of Special Response Team operations requires disciplined, physically fit, competent, and well trained professional police officers. Accordingly, the SRT will select team members through a fair and objective process, intended to measure those qualities deemed to be most important in meeting the unit’s operational objectives.

11.2 When openings occur, a test will be conducted to establish an eligibility list for appointment to the SRT. This list will expire once the openings are filled.

11.3 Minimum Requirements for Applicants:

11.3.1 Rank of Patrol Officer, Corporal, or Sergeant.

11.3.2 Have a minimum of 2 continuous years with the Springfield Police Department.

11.4 Selection Process

Each step in this process is pass/fail to proceed to the next step with the successful applicants total score used in the final selection.

11.4.1 Marksmanship (20%)
11.4.1(a) As a group, the applicants will be led by a Red Team member on a 2 mile run at an 8 minute and 30 second per mile pace.

11.4.1(b) Immediately following the run, the applicants will shoot a normal SPD handgun qualification course in which an 80% minimum score must be achieved.

11.4.2 PT Standards (20%)

11.4.2(a) Bench Press -- applicant’s body weight twice.

11.4.2(b) Pull ups -- 8 without stopping.

11.4.2(c) Push ups -- 40 without stopping.

11.4.2(d) Sit ups -- 50 in 2 minutes.

11.4.2(e) Rope Climb -- Once to ceiling in SPD gym (20 feet).

11.4.3 Obstacle Course (20%)

Each applicant must complete the obstacle course listed below with a time of 22 minutes or less.

11.4.3(a) The test begins with a 75 yard run to the first station
11.4.3(b) Station 1: Twelve foot rope ascent and window entry. This action consists of climbing a knotted dacron rope up to and through a second-story window.
11.4.3(c) Station 2: Ladder Descent from a stationary platform and run approximately 55 yards to station #3.
11.4.3(d) Station 3: Culvert Crawl. This station requires the applicant to negotiate a 20 foot culvert and run 35 yards to station #4.
11.4.3(e) Station 4: Monkey Bar Traverse. Applicant must negotiate 40 feet of monkey bars and run 15 yards to station #5.
11.4.3(f) Station 5: 4-foot Fence. Applicant must cross a 4 foot high fence and run 75 yards to station #6.
11.4.3(g) Station 6: 30-foot Ladder Climb. Applicant must ascend a 30-foot ladder to a platform.
11.4.3(h) Rope Descent. Applicant must lower his/her self to ground.
11.4.3(i) Chain Link Fence Climb. Applicant must traverse a 10 foot high chain link fence and run approximately 110 yards to station #1.
11.4.3(j) After completing station #8 the applicant must return to station #1 and repeat the course. At the second completion of station #8 the applicant will finish with
a 1 mile run at which time his/her total time will stop and the course will be complete.

11.4.4 Oral Board/Presentation (40%)
11.4.4(a) Each applicant will participate in an interview in which a series of pre-determined questions will be asked. The interview panel will consist of the Team Leader and 2 Red Team members. At the end of this interview, each applicant will be given the same topic and allowed 3 minutes to give an impromptu presentation.

11.4.4(b) Results of these tests will then be compiled, using the indicated weights, and a list will be established. An Internal Affairs demeanor report will then be obtained on each remaining applicant and Red Team members will deliberate the final selections. Final selections will be made by the Team Leader and Unit Commander with approval for the selected applicants occurring via the chain of command.

12 PROCEDURE FOR ACTIVATING SRT
12.1 Special Response Team activation to a critical incident will take precedent over all other non-emergency assignments within the Springfield Police Department. The Special Response Team can be requested by any supervisory officer within the Springfield Police Department, and requests should be directed to the SRT Team Leader or higher authority. An exception to this would be a Hostage situation, which would authorize any officer on scene the ability to request, through the SRT Team Leader, an SRT response.

13 SEARCH WARRANT POLICY
The purpose of this policy is to establish guidelines for the service of search warrants by the Special Response Team.
13.1 Notification

13.1.1 When another agency or unit within the department develops information for a search warrant to be served by the SRT, they will notify the SRT Leader. Basic information to be given include:

13.1.1(a) Address and description of place to be searched.
13.1.1(b) Item(s) to be searched for.
13.1.1(c) Any known intelligence information.

13.1.2 Upon notification, the Team Leader will:

13.1.2(a) Determine the proper time for the warrant service (considering SRT manpower, timeliness of warrant service, other unit needs and priorities, etc.)
13.1.2(b) Assign an SRT member to the pre-raid investigation.
13.1.2(c) Determine level of tactics to be used.

13.2 Assigned Officer Responsibilities

13.2.1 The team member assigned (referred to as “the officer”) will obtain a Special Operations Group number, then proceed with the pre-raid investigation by using the warrant description to conduct a “drive-by” of the target location. The “drive by” will assist the officer in determining:

13.2.1(a) Approach route for the entry team from the drop off point to the target location.
13.2.1(b) Obstacles to the approach (dogs, fences, counter-surveillance, etc.).
13.2.1(c) Door information (type, location, strength, knob/hinge side, etc.).
13.2.1(d) Window information (type, location, field of view, etc.).
13.2.1(e) Primary and secondary (Red/Blue) entry points.
13.2.1(f) Interior diagram (suspected).

13.2.2 The unit video camera should be used during the “drive-by”. The tape allows all team members to view the target location/primary entry point/obstacles, prior to arrival, which greatly assists team members during the pre-raid planning and briefing stages.

13.2.3 The officer will evaluate all information available to him as a result of the “drive-by” and communications with the investigator obtaining the warrant. He will then contact the team leader and they will determine what level of force will be used to effect entry and safely assume control of the occupants.
13.2.4 The primary consideration in this determination is occupant/officer safety. The secondary consideration is the preservation of evidence. The use of High Risk Police Tactics requires prior Unit Commander approval, outside of emergency circumstances.

13.2.5 The officer will then complete the unit pre-raid form (Tactical Entry Plan, SPD#94-OP-0191). This form is designed to ensure that all persons participating in the operation are fully aware of the nature of the mission and what is expected of them during the operation. The form outlines the nature of the operation, location, suspect information, known/suspected danger areas, obstacles, team member assignments (pre & post entry), necessary equipment, target area/building diagram, transportation requirements, and any other information that will contribute to the success of the mission.

The officer SHALL ENSURE that the premises observed on the drive-by and detailed on the pre-raid form, is in fact, the premises described on the warrant. This should be done prior to the pre-raid briefing and is MANDATORY prior to serving the warrant. Any and all questions concerning the location to be raided will be resolved PRIOR to serving the warrant.

13.2.6 Pre-Raid Briefing
The pre-raid briefing will be conducted by the Team Leader or his designee. The purpose of this briefing is to insure that all officers involved have a clear understanding of the operation and their role in it. Other concerns to be addressed are as follows:

13.2.6(a) The officer shall ensure that all persons participating in the operation have a copy of the pre-raid form.

13.2.6(b) Questions/concerns about the operation will be addressed at this time.

13.2.6(c) High risk operations or those requiring difficult tasks, should be preceded by, "run throughs" in a controlled facility. The "run throughs" should be done after the briefing to ensure by demonstration, that each officer's role is clearly understood.

13.2.6(d) The team will then proceed to the target area. Prior to serving the warrant, the officer will confirm to the team leader that the target location is the location observed during the drive-by and described on the warrant.

13.2.7 Warrant Service
13.2.7(a) The warrant will be served in the manner outlined and discussed in the pre-raid briefing unless circumstances at the search warrant site change, causing the need for an improvisation to the original plan. The breacher shall announce, “POLICE, SEARCH WARRANT” prior to effecting entry (when forced entry is utilized). The standard communication from the team prior to and during entry will be, “POLICE, SEARCH WARRANT, DON’T MOVE”. Team members should not deviate from this announcement unless circumstances indicate other language is more appropriate. This will be spoken loudly and clearly by the first officer entering the location.

13.2.7(b) Other team members shall announce/identify when necessary and appropriate (such as when unusual delays occur in gaining entry or clearing the location) to ensure that the occupants understand who we are, why we are there, and what is expected of them.

13.2.7(c) The location will be cleared and the subjects secured using whatever force is appropriate based on the circumstances. This ordinarily includes handcuffing all persons detained during the initial clearance. The team leader will ensure that post raid assignments are completed. Officers acting in an operational capacity should be armed with their primary weapons/equipment, and should monitor the assigned radio frequency at all times during the mission. Officers are responsible for equipment assigned to them during the service of a search warrant (ram, bunker, NFDD bodies, etc.). Issues relating to equipment left behind will be resolved based upon the assignments on the pre-raid form.
14 HIGH RISK POLICE TACTICS

14.1 The use of these tactics will be regulated to ensure that proper procedures are followed and reduce the likelihood of injury.

14.1.1 Definitions

14.1.1(a) High Risk Police Tactics (HRPT) - Police tactics, which by their nature, have an increased potential of causing injury than conventional police tactics.

14.1.1(b) High Risk Operation - Police operation in which the circumstances indicate the potential for violence being directed towards officers/involved persons is higher than normal.

14.1.1(d) Chemical Munitions - The use of chemical agents, (CN/CS/OC) in furtherance of an operational objective.

14.1.1(e) Point of Compromised Authority - That point where an entry/rescue team may first be visually compromised or come under fire. It is the point where the command post has relinquished decision making authority to the Team Leader and/or his designee in the entry rescue team.

14.1.2 Officers should recognize that the definitions above are not all inclusive, and many tactics/techniques beyond those listed could be considered, "high risk police tactics."

14.2 Training (33.6.2)

14.2.1 Certain HRPT require the completion of established training programs prior to their use. Specifically, no department member shall use the following high risk police tactics without prior completion of their respective training programs:

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14.2.1(b) Chemical Munitions - SPD Special Operations end user training program, with an instructor rating being encouraged and preferred. The training programs will include the approved classroom and practical exercises included in the National Tactical Officers Association or manufacturers instructor/trainer programs.

14.3 Authorization

14.3.1 The use of high risk police tactics should be preceded with approval by the Special Response Team higher authority (Unit or Division Commander). The higher authority will receive prior notification in all cases outside of emergency circumstances.

14.3.2 The Unit and/or Division Commander may elect to participate in the pre-raid process and oversee the actual operation. Operational control is relinquished to the Team Leader/Unit Commander after the team has crossed the line of compromised authority.

14.4 Deployment

14.4.1 The use of high risk police tactics will be done with regard for the safety of all persons involved in the situation, considering the potential for injury to the involved persons should the tactics not be employed. They should be used when they will likely assist in resolving a potentially dangerous police situation, with a reduced potential of death or serious physical injury for those involved. These decisions will also be made based on the department recognized Safety Priorities of those involved:
14.4.1(a) Hostages
14.4.1(b) Innocent Persons
14.4.1(c) Police Officers
14.4.1(d) Suspects/Subjects

14.4.2 The decision to deploy such tactics and a later determination of "correctness" will be based only on the information known prior to the operation.

14.5 Special Deployment Considerations

14.5.1 NFDD-The use of a NFDD or explosive shall be limited to areas that have been visually inspected prior to deployment. The only exception to this is an operation in which the risk of inspection clearly outweighs the potential danger of "blind deployment." The authority for such a deployment requires prior Team Leader and Division Commander approval, outside of emergency circumstances.

14.5.2 The Team Leader, Division Commander and officers assigned as grenadiers/primary breachers will consider the following prior to deploying a NFDD or explosive:

14.5.2(a) Flammable materials at or near point of deployment.
14.5.2(b) Location of persons, especially children or elderly, near the point of deployment.
14.5.2(c) Other conditions which create an obvious safety hazard.

14.5.3 Upon determining that a NFDD or explosive will be used, the grenadier/primary breacher will consider the issues noted above, up to and including the time of actual deployment. The pre-raid briefing will include an avenue for the grenadier/primary breacher to deploy the devices to a safe area, should the chosen location be determined unsafe, during the operation, (“coming out” location).

14.5.4 The use of a NFDD or explosive should be followed by a controlled test blast, in cases where unshielded persons were in close proximity to the report. It is the grenadiers/primary breachers responsibility to ensure that this process is completed. The procedure is as follows:

14.5.4(a) Anderson Blasgage placed at head level of person closest to the device.
14.5.4(b) A NFDD/explosive charge will be deployed in the same location as the original. The same type NFDD/explosive charge will be used and any identifiers recorded on the Blasgage form.
14.6 Equipment
14.6.1 The following equipment shall be used by officers involved in the use of the HRPT.
14.6.1(a) Eye protection
14.6.1(b) Body armor
14.6.1(c) Fire extinguisher (when appropriate)
14.6.1(d) Emergency medical kit (available at scene)
14.6.1(e) Gas Mask (when appropriate)
14.6.2 The ballistic helmet and Nomex hood/gloves are authorized and officers are encouraged to wear them on such operations.

14.7 Documentation
14.7.1 A police report is required in all actual police operations in which high risk police tactics are used. The report is the responsibility of the officer who actually used the tactic, or his designee.

15 PERFORMANCE STANDARDS
To achieve the standards set forth in this policy, each SRT member must meet performance standards above that of the normal officer. These standards include, but are not limited to:

15.1 Physical Fitness
15.1.1 Due to the requirements placed on SRT members during the performance of their operational duties, it is recognized that an increased level of fitness must be maintained. The level of fitness recognized is based on the minimum job requirements of tactical officers in this department and others across the nation.

15.1.2 Each operational SRT Red Team member must pass a semi-annual physical fitness test. A total of 4 PT tests will be administered during the calendar year, with 2 of these tests counting as the qualification.

15.1.3 Each SRT Blue Team member should strive for and is encouraged to achieve this level of fitness, however, this is not mandatory.
15.1.4 Failure to meet this qualification will result in the team member being placed on a 90 day probationary status. The team member will be retested within that probationary period and failure to pass on this occasion is grounds for removal from the team.

15.1.5 The physical fitness test is as follows: Each officer must complete the following test in 45 minutes:
15.1.5(a) Run 3 miles in 24 minutes or less.
15.1.5(b) Bench Press their body weight twice (2 X officer's wt.)
15.1.5(c) Complete 50 situps in 2 minutes.
15.1.5(d) Complete 40 pushups without stopping.
15.1.5(e) Complete 4 pullups with a 20 lb. weight around waist.
15.1.5(f) Complete one 20 ft. rope climb.

15.2 Marksmanship
15.2.1 It is recognized, that in the performance of their duties, SRT members may be called upon to take a surgical shot on a violent suspect. To maintain the skills necessary to accomplish this, SRT members are held to a higher standard for firearms qualifications.

15.2.2 The courses of fire for each weapon used will be set forth and documented by the Team Leader. Measurable percentages for each weapon used and qualification frequency are as follows:
15.2.2(a) MP-5
   • 100%
   • Monthly
15.2.2(b) Duty Handgun
   • 96%
   • Quarterly
15.2.2(d) Shotgun
   • 90%
   • Annually
15.2.2(e) Less Lethal Weapons
   • Varies by weapon
   • Annually
15.2.3  This list is not intended to be all inclusive due to the variety of special weapons that may be needed and used by team members. The Team Leader has the responsibility of ensuring high marksmanship standards for all team members.

16  PHILOSOPHY

16.1  Recognizing that, by their nature, tactical operations are hazardous situations, the successful management and resolution of an incident often involves the need for decisions that may affect the safety of persons involved. Due to this, all operational/tactical decision making will be made based on the Department's established priority of life known as the Safety Priorities:

16.2  SAFETY PRIORITIES

16.2.1  Hostages
16.2.2  Innocent Persons/Citizens
16.2.3  Police Officers
16.2.4  Suspects/Subjects

16.3  Where possible, the safety of suspects will be a consideration; however, the life of a suspect will not take precedence over the life of Hostages, Innocent Persons/Citizens, or Police Officers, regardless of the state of negotiations or any other activity designed to take the suspect into custody.

16.4  Tactical Options

-16-
16.4.1(b) Assault (open air):

- Movement of the team to neutralize the threat after the suspect has been lured into an "open air" environment and is out of the stronghold. A marksman may be utilized in this situation.

16.4.1(c) Assault (entry):

- Movement of the team into the suspect's stronghold to neutralize the threat(s). This is the least desirable option as you are meeting the suspect(s) in their environment, known to them and unknown to you.

16.4.1(d) Combination:

- Combination of these options which may be adapted to deal with the variety of contingencies.

16.4.2 Barricade Situation

Negotiation will be the main activity to achieve a resolution; however, the Department recognizes that it is not reasonable for a barricade situation to deprive police services from the rest of the citizens of this community. Due to the manpower needed in these situations, officers are not able to answer priority calls for service. Thus, these situations should be resolved in a reasonable period of time, 3-5 hours, depending on the circumstances.

The options for resolution are as follows:

16.4.2(a) Negotiation

16.4.2(b) Force the Suspect out:

- By use of chemical munitions to force the suspect out of his/her stronghold.

16.4.2(c) Tactical Entry:

- Based on the Safety Priorities, an entry would not be made; however, the use of chemical munitions (CS or CN gas) requires that entry be made prior to LCT50 in non-deadly force issues, if the suspect has not emerged. This entry would be covertly executed.

17 TRAINING

17.1 The training philosophy of the SRT centers on the mission statement of this policy. All training will be conducted to acquire and maintain the skills required to successfully conduct operations. These skills create the basis for training.
17.2 The Team Leader will be responsible for keeping the training applicable to current standards and practices of the team. All training will be documented and files kept in accordance with Missouri Department of Public Safety guidelines.

17.3 Topics of training include, but are not limited to:

17.3.1 Hostage Rescue Techniques
17.3.2 Dynamic Entry
17.3.3 Covert Entry
17.3.4 Marksmanship
17.3.5 Immediate Action Drills
17.3.6 Defensive Tactics
17.3.7 Integrated Use of Force Scenarios
17.3.8 Chemical Munitions
17.3.9 Mechanical and Explosive Breaching
17.3.10 Various Specialty Equipment

17.4 The Team Leader will attempt to provide the most realistic training situations available. This will include 3 tactical scenarios annually, which require the attendance of all SRT officers, negotiators, and will be attended by all UOD Lieutenants. This type of training will identify deficiencies and equipment needs.

18 EQUIPMENT (46.2.3)

To establish procedures to ensure the readiness and availability of equipment needed for response to various emergencies. The Special Response Team supervisor shall be responsible for at least a monthly check of the equipment to evaluate proper inventory levels and operational readiness of the equipment. (46.1.7)

18.1 Each team member will be assigned specific equipment, outside of the officer's standard assigned gear, as needed for use in general SRT functions. These basic pieces of safety equipment are as follows:
18.2 General equipment needed for use by SRT members, which is not part of each team members assigned equipment, will be stored at the SRT office. Equipment available for use will include, but is not limited to:

- Negotiator phone
- Ballistic shields
- Less lethal munitions
- Handheld public address system
- Observation gear
- Chemical munitions
- Rappelling gear
- Medical gear
- Fire extinguishers
- Breaching tools and equipment

Other minor equipment not listed may be issued and used as directed by the Special Response Team supervision.

18.3 The SRT supervisor or his designee will maintain an inventory log which indicates the location, amount, maintenance, and inspection of these assigned items to ensure they are maintained for operational readiness.

19 WEAPON SECURITY

To establish procedure for proper storage and security of assigned weapons and distraction devices which fall under the National Firearms Act (NFA).
SOG 411.1
Special Response Team

19.3 The SRT Team Leader and Unit Commander will be responsible for ensuring that these procedures are followed.
I Policy

In hostage/barricaded person situations it shall be the policy of this Department to conduct a coordinated response to enhance the prospects of a peaceful resolution. To assist the officer in the decision making process, the Department's Safety Priorities shall be followed. Involved officers must recognize that they do not control the suspect, they do control their own actions and should focus their initial effort on avoiding unnecessary suspect confrontation, absent a compelling reason to do otherwise. This coordinated response should include containment, negotiations, tactical responses, and in hostage situations, every reasonable effort to effect the safe release of the hostages will be made.

II Definitions

Hostage - A hostage is a victim, held against his/her will by the threat of, or actual use of force. No distinction should be made as to how or why the victim was taken hostage.

Barricaded Person - Any individual in a stronghold position who is reasonably believed to be a threat to commit serious physical injury or death to themselves, officers, or others in the community.

SRT - Special Response Team
SOG 411.2
Hostage/Barricade Situations

CNT - Crisis Negotiation Team

Safety Priorities - the safety of involved persons shall be prioritized as follows:
1. Hostages
2. Innocent Bystanders
3. Officers
4. Suspect/Subject(s)

III Procedure

1 Patrol Officer Duties
Patrol officers confronting hostage/barricaded person incidents shall not initiate tactical
actions other than those necessary to protect the lives and safety of others as listed in the
safety priorities. Officers shall then:
1.1 Notify a field supervisor of the incident and circumstances.
1.2 Contain and isolate the incident scene to as small an area as is safe and
practical by establishing inner perimeter containment. As time and resources
permit, outer perimeter containment should be established to control pedestrian
and vehicular traffic into the area.
1.2.1 EXCEPTION: In the event of an in progress violent situation, officers
should take appropriate and immediate action to stop the suspect from
any further assaultive behavior.
1.3 Evacuate injured persons or those in immediate danger as soon as possible.
Officers should consider the use of construction equipment or other available
vehicles that can defeat the potential threat.
1.4 Evacuation of affected residents and businesses within sight and range of the
suspect should be accomplished as soon as practical. These persons should
be moved to a point beyond the outer perimeter.

2 FIELD OPERATIONS SUPERVISOR
The ranking officer on scene shall be in command until relieved by the Incident
Commander. The field operations supervisor shall:
2.1 Ensure the Incident Commander has been notified with all pertinent information.
2.2 Select an initial command post site (considering location, accessibility, and
safety) and safe approach route for all responding officers.
2.3 Ensure that the SRT Commander, SRT Supervisor, and CNT Supervisor have
been notified, if necessary.
2.4 Ensure that evacuation, traffic, and crowd control responsibilities are established.

-2-
SOG 411.2
Hostage/Barricade Situations

2.5 Make provisions for recording personnel assignments and developing a chronological record of events at the command post.

2.6 Ensure that Fire, Rescue, Ambulance, Red Cross, etc. services are available at the staging area, if appropriate.

2.7 If appropriate, notify the Department's Media Relations Officer and establish a restricted area for media relations beyond the outer perimeter. The procedure for working with the news media shall be in accordance with SOG 302.3, News Media Relations.

3 INCIDENT COMMANDER
The SRT Commander will assume the role of Incident Commander; if unavailable, this role will be staffed by a Lieutenant. If a permanent rank Lieutenant is not available, the Special Response Team supervisor will assume the role of Incident Commander. The Incident Commander shall:

3.1 Coordinate and direct the activities involved in the situation.

3.2 Maintain communications with all operational components involved.

3.3 Authorize press releases to the news media via the Media Relations Officer.

3.4 Ensure that further notifications in the Chain of Command are made.

3.5 At the resolution of such incident, ensure that a thorough preliminary investigation is conducted.

3.6 Ensure that an incident debriefing is conducted and After Action Report is completed as prescribed in Section 8 of this policy.

3.7 Establish appropriate chain of command for the particular incident.

3.8 Ensure that appropriate communication exists with all other agencies involved with the incident.

4 SPECIAL RESPONSE TEAM SUPERVISOR
4.1 Evaluate the situation to determine SRT staffing and equipment needs, ensure their deployment, and assume inner perimeter control.

4.2 Formulate tactical resolution options and communicate these to the Incident Commander for proper deployment at critical times.

4.2.1 EXCEPTION: In an emergency situation, the SRT may have to make an emergency rescue without time to give proper notice to the Incident Commander.
SOG 411.2
Hostage/Barricade Situations

4.7 Coordinate the establishment of video and audio surveillance equipment.

4.8 Communicate and coordinate intelligence information with the Crisis Negotiations Supervisor.

4.9 Coordinate the deployment of needed specialized vehicles such as the armored Police Rescue Vehicle, pursuit vehicles, etc.

5 CRISIS NEGOTIATIONS SUPERVISOR

5.1 Assist the Incident Commander in assessing the situation.

5.2 Provide trained primary and secondary negotiators.

5.3 Obtain pertinent information concerning the hostage taker, hostages, location, or any barricaded subjects.

5.4 Designate a location to interview witnesses, released hostages, and others having pertinent information.

5.5 Coordinate any professional assistance (Psychiatrist, Psychologist, etc.) or third party negotiator, if necessary.

5.6 Debrief hostages following the incident.

6 USE OF FORCE

6.1 The level of force used by officers will be consistent with Department policy and State Statute.

6.2 The SRT Commander or Supervisor will be responsible for authorizing a higher level of force than what the officer involved may deem appropriate.

6.3 The use of chemical munitions shall be authorized by the Incident Commander, outside of emergency circumstances.

7 HOSTAGE SITUATIONS

7.1 During a hostage situation, the jeopardy to the hostage is continuous and uninterrupted until he or she is released. The hostage(s) should never be considered safe until he/she is secured by authorities.

7.1.1 Although tensions may rise and fall, it is only an indicator of the temporary safety of the hostage.

7.2 Because the victim is in constant danger while being held hostage, the Springfield Police Department will make every attempt to secure the hostage(s) release at the earliest opportunity.

7.2.1 It may become necessary to rescue the hostage at the expense of the hostage taker.

7.2.2 If a hostage rescue is necessary, the primary mission will be to rescue the hostage(s). All other missions, i.e. arrest, securing evidence, etc., are subordinate.
8 DEBRIEFING

8.1 A debriefing meeting of SRT officers, involved supervisors, and the Incident Commander will occur immediately following this incident.

8.2 The Incident Commander will be responsible for establishing and conducting this debriefing.

9 AFTER ACTION REPORTS

9.1 Formal reporting of the incident will be the responsibility of the primary assigned officer.

9.2 All officers having individual knowledge of pertinent facts will complete supplemental reports. Guidelines for Use of Force reports apply.

9.3 The Incident Commander will complete a Critical Incident Debriefing Form (SPD#97-OP-0274).\(^1\)

\(^1\) Section 9.3 added 10-16-97.
Hostage Negotiator Selection

I  Policy

It is the policy of the Springfield Police Department to maintain a unit of professionally trained hostage negotiators. The purpose of this unit will be to resolve, through negotiation, selected incidents that have significant violence potential.

II  Procedures

1  ELIGIBILITY

1.1 Applicants for the position of Hostage Negotiator must have a minimum of two years full time experience with the Springfield Police Department. They may be of the rank of Police Officer or Corporal. The unit supervisor may be of the rank of Sergeant. (46.2.4)

1.2 Applicants seeking this position must be a member of this department in good standing, not being on probation or suspension.

1.3 Applicants must have a satisfactory work record with respect to employee evaluations and sustained Internal Affairs or administrative complaints.

2  DESIRABLE PERSONALITY TRAITS

2.1 The successful applicant must:
SOG 411.3
Hostage Negotiator Selection

2.1.1 have exceptional interpersonal skills;
2.1.2 possess emotional maturity;
2.1.3 be a good listener;
2.1.4 possess excellent interviewing skills;
2.1.5 be able to effectively communicate with persons from a variety of socioeconomic backgrounds;
2.1.6 have a strong commitment to the negotiation approach to conflict resolution.

3 SELECTION PROCESS
3.1 When a vacancy exists, an IDC will be posted stating qualifications and the deadline for submission of a letter of intent. The selection process will consist of the following:
3.1.1 Oral interview - This exercise is designated to test the applicant's problem solving ability, and verbal and listening skills. Those attributes, plus a commitment to a negotiation approach will be the rating dimensions.
3.1.2 The interview board will consist of three personnel, and may include both internal and external personnel. The board will be selected by the command officer in charge of the unit, but will include the unit supervisor.
3.1.3 Background investigation - the applicant's work record with this department will be examined, including past job performance. The successful applicant must have satisfactory employee evaluations, and not have excessive sustained internal or external complaints.

4 FINAL SELECTION
4.1 Successful applicants will be ranked in order based on the outcome of the oral interview and background investigation. Their names will then be submitted to a board of command officers from Uniform Operations for final selection.
Springfield Police Department

Standard Operating Guideline

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Accreditation Index: 33.1.1-33.1.6, 33.2.1, 33.2.4, 33.4.1-33.4.3, 33.5.1-33.5.3, 33.6.1, 33.6.2, 33.7.1, 33.7.2, 33.8.1, 33.8.2 (4th)

Part: Operations

Chapter: Training

Chief of Police:

Training Function

I Policy

Training has been cited as one of the most important responsibilities in any law enforcement agency. The Training Unit of the Springfield Police Department is responsible for developing and administering the various training programs within the Department. The Training Unit is committed to provide valuable and appropriate training programs in the academy and continuing education courses so the Department personnel may deliver quality police service to the community. The Unit is responsible for notifying employees of various outside training opportunities that are available. The Unit is also a State certified Police Academy. With this certification, the Academy is responsible to provide basic training to pre-service individuals and continuing education training to area law enforcement agency personnel. (33.2.1)

II Definitions

DPS - The Missouri Department of Public Safety

POST - The Peace Officers Standards and Training Program which regulates peace officer training in the State of Missouri.
SOG 412.1
Training Function

**Generalist Instructor** - An instructor that is certified by DPS to instruct any POST approved course.

**Specialist Instructor** - An instructor that is certified by DPS to instruct specific POST approved courses.

### III Procedure

1  **TRAINING ADMINISTRATION**

1.1  Organization and Staffing - Training is a unit of the Support Services Division of the Police Department. The supervisor holds the rank of Sergeant, who is also the Academy Director. The other members of the unit include:

1.1.1  Academy Coordinator who is responsible for all academy training.

1.1.2  In-Service Coordinator who is responsible for all of the continuing education programs.

1.1.3  Physical Fitness Coordinator who is responsible for all of the physical fitness assignments and is the Police Cadet Advisor.

1.1.4  Range Officer who is responsible for all firearms related programs and range activities.

1.1.5  Administrative Assistant who is responsible for the clerical duties of the Unit.

1.1.6  These are the general responsibilities of the assigned personnel. For a more detailed list, refer to the Training Academy Procedures Manual.

1.2  All members of the Unit are assigned for a minimum tour of three years unless there is a special need by the agency or employee. (33.2.1)

1.2.1  Full time instructors assigned to the Unit must have attended or will attend the next available course, a POST approved Instructor Development Course which includes instruction on the following:

1.2.1(a)  lesson plan development;

1.2.1(b)  performance objective development;

1.2.1(c)  instructional techniques;

1.2.1(d)  testing and evaluation techniques and resource availability and use.

1.3  For specific administrative or operating procedures for the Unit, refer to the Training Academy Procedures Manual (33.2.1)
1.4 Training Advisory Board - DPS requires that each Academy have an advisory board that shall meet with the training center director at least two times each year. The minutes of these meetings shall be maintained by the training center. In addition to the State requirements, this board will also serve as an advisory committee on all aspects of training for Department employees. This committee will report to the Academy Director and will be advisory. It is the responsibility of the Academy Director to report any recommendations from this committee to the Support Services Commander. (33.1.1)

1.4.1 The membership of this committee consists of, at a minimum, the following department personnel:

1.4.1(a) 1 major
1.4.1(b) 1 lieutenant
1.4.1(c) 1 sergeant
1.4.1(d) 1 corporal
1.4.1(e) 2 police officers
1.4.1(f) all Training Unit staff
1.4.1(g) 2 non-sworn personnel
1.4.1(h) Drury College liaison
1.4.1(i) any other Department member who wishes to be a member (a maximum of 10 other members at any one time).

1.4.2 The members of this committee are selected from a pool of volunteers. If there are no volunteers from a particular rank, the Academy Director will solicit from that rank an employee who would be willing to serve. The members will remain on this committee as long as they have an interest in serving. If a vacancy occurs, the Academy Director will notify personnel of the same rank or position of the vacancy, to determine if there would be any volunteers. The Academy Director will survey the members every two years to determine if they wish to remain on the committee.

1.5 Attendance requirements for training courses. In order for an employee to receive credit for a continuing education training course, that employee must attend 100% of the class (POST Commission ruling). Each recruit in the academy must attend 95% of the class in order to satisfactorily complete the course (DPS regulation 11-CSR 75-6.0.0[1]). If an employee misses a portion of the class, that employee may make up the class by either attending at another time (continuing education classes only) or working with the instructor one-on-one to make up any missed instruction. (33.1.2)
SOG 412.1
Training Function

1.6 Any Police employee may attend (with their supervisor's approval) any of the scheduled Academy presented training programs at no cost. Other training programs are available for employees to attend. These various training announcements are posted on the Training Opportunity Bulletin Board. If an employee wishes to attend one of these sessions, or a session brought to the Academy that requires tuition, the following are the procedures to follow:

1.7 Tuition Reimbursement for City employees.

1.7.1 Any employee may apply for tuition reimbursement through the City's Human Resources Department. This program will reimburse the employee for tuition paid for courses attended at accredited colleges based on the grade that is received by the employee. In order to participate in this program, the employee must apply prior to taking the course, then submit the appropriate documentation after the course ends to receive the reimbursement.

1.7.2 If an employee wishes to attend a training program which requires tuition, transportation and lodging, then the following items will need to be attached to the employee's IDC requesting approval:

1.7.2(a) Completed Record of Travel form (one for each employee attending);

1.7.2(b) Copy of the brochure, letter or other document advertising the program.

This packet will need to be forwarded to the employee's supervisor for approval. The supervisor with budget responsibility for the employee's unit will determine if funds are available for the training program and charge the cost to the appropriate Org. and Account numbers and will forward up the chain for approval. When the program is approved, the forms will be forwarded to the Budget Officer for entry. This request must be received by the Budget Officer three weeks prior to the date of the training program. The employee will receive the cash advance on the employee's paycheck prior to the date of the training program. A Record of Travel form is not needed for a training program offered locally. The employee will need to complete an Accounts Payable form in place of the Record of Travel form.

1.7.3 Upon the employee's return from the training program, the employee must complete the expense portion of the Record of Travel form and forward to the Budget Officer within 7 days. Receipts are required to
be attached to the travel form. A detailed list of the receipt requirements and the Record of Travel form are in the appendix. The employee will also be required to complete a Training Activity Report form to document the training received. This form will be forwarded to the Training Unit for entry into the employee's training file.

1.8 Each class that is taught in either the academy or in the continuing education curriculum must be taught from an approved lesson plan. When an instructor is notified that he/she will be instructing a class, it is that instructor's responsibility to develop a complete lesson plan that meets the requirements of DPS. Every lesson plan must be on file in the Training Unit to be available for DPS audits and review. The format of each lesson plan must be in an outline type (I.A. 1. a. (1)(a)etc.). To meet DPS requirements, there must be a minimum of 4 pages of the body of the lesson plan for each hours of class. Each lesson plan must include the following: (33.1.4)

1.8.1 Cover sheet which includes the name of the topic, number of hours to be covered, instructor's name, methods of instruction, necessary equipment, core curricula area(s) for continuing education and approval.

1.8.2 Course description and objectives

1.8.3 Outline

1.8.4 Body

1.8.5 Examination questions/practical exercises

1.8.6 Bibliography/Source document

1.8.7 Each lesson plan must be approved by the Academy Director prior to the class being taught. The approval process ensures that the lesson plan is complete, it contains all of the necessary elements and it will meet all of DPS audit requirements.

1.9 Each employee is expected to perform at minimal standards during academy and continuing education courses. If, at any time, an employee does not perform at these standards, that performance is documented by the instructor and the employee's supervisor is notified. That employee is then given the opportunity for remedial training to bring the performance level up to an acceptable level. If the employee does not attend nor improves his/her performance, then the employee's immediate supervisor will proceed with appropriate disciplinary action according to SOG 103.10. This remedial training should be offered as soon as practical. The results of remedial training will be forwarded to the employee's supervisor and to the Academy Director.
When appropriate, the Internal Affairs Unit will be notified of the employee's performance. (33.1.5)

1.10 Training records are vital to the police organization to document employee training. Two types of records are maintained by the Training Unit, academy and continuing education, both of which will be maintained in accordance to DPS regulations. At the completion of an academy, the administrative assistant will enter those records into the appropriate files. All continuing education courses will be documented by the completion of the Training Activity Report form (TAR). If an employee attends a training program that was not presented by the Training Unit, that employee is responsible for the completion of the TAR. (33.1.6)

1.10.1 The Training unit will file all completed TARs to document each class that has been presented. This documentation will include: (33.1.7)

1.10.1(a) course name;
1.10.1(b) names of attendees;
1.10.1(c) results of performance evaluation;
1.10.1(d) date of courses.

2 RECRUIT OFFICER TRAINING

2.1 A newly hired recruit officer will not be placed into a position where the recruit has a likelihood of having to take any type of official police action until after that recruit has graduated from the police academy and has been sworn in by the City Clerk of Springfield. (33.4.1)

2.2 Prior to the first day of academy training, each recruit will receive an orientation packet for the Academy and the City. Included in this orientation packet will be the Academy's rules and regulations, physical fitness requirements, course schedule and academic requirements. (33.2.3)

2.3 The basic academy's curriculum is based on the following: (33.4.2)

2.3.1 Tasks of the most frequent assignments for new officers.
2.3.2 DPS requirements for peace officer certification
2.3.3 Departmental needs recommended by Training and approved by Command Staff.

2.4 The recruits will be evaluated in the academy by a variety of means to measure their competency of the required skills, knowledge and abilities. These evaluations may include but are not limited to: written exams, practical exams, role playing exercises and situational exercises. (33.4.2)

2.5 Field Training Officer Program - The goal of the Springfield Police Department's Field Training and Evaluation program is to produce fully trained,
competent and qualified police officers. The FTO Program is a continuation of the academy training that the recruit has received. The new officer's training is not completed until that new officer has satisfactorily completed the FTO Program. (33.4.3)

2.5.1 The FTO Program is thirteen weeks in duration with an additional two weeks built in for remedial training, if needed. The maximum amount of time which can be spent in FTO is 15 weeks. (33.4.3)

2.5.2 The recruit will rotate to a different Field Training Officer at least once during the program to allow the recruit the opportunity to see another style of policing and to provide protection from bias. If at all possible, the recruit will be assigned to the opposite side of the City so he/she becomes familiar with all of the City. (33.4.3)

2.5.3 Qualifications of the Field Training Officers
   2.5.3(a) Minimum of two years on this department or equivalent sized department if they have previous police experience.
   2.5.3(b) An officer who has demonstrated superior performance.
   2.5.3(c) No history of excessive I.A. complaints.
   2.5.3(d) Must have the desire to train.
   2.5.3(e) Good written and verbal communication skills.

2.5.4 Selection process: (33.4.3)
   2.5.4(a) Interested officers submit an IDC to their immediate supervisor, requesting consideration and stating their qualifications. This IDC will then be forwarded up the chain of command with comments and recommendations.
   2.5.4(b) The Uniform Division FTO Commander will screen the requests and set up interviews. The FTO interview board should consist of the FTO Commander, FTO Coordinator and two Field Training Officers.

2.5.5 The chain of command for the recruit in the FTO Program is as follows: (33.4.3)
   2.5.5(a) Chief
   2.5.5(b) Division Commander
   2.5.5(c) Commander responsible for field training - Training Unit Supervisor liaison
2.5.5(d) FTO Sergeant
2.5.5(e) FTO
2.5.5(f) Recruit

2.5.6 Reporting responsibilities of FTOs - The FTO is responsible to document thoroughly all aspects of the recruit's training. This is accomplished by completing the daily, quarterly and remedial training forms. These forms are submitted to the FTO Sergeant, then to the FTO Commander to be placed into the recruit's file. (33.4.3)

2.5.7 Evaluation guidelines - The recruit is evaluated on the various required job skills to be learned according to the standardized evaluation guidelines which correspond to the particular task. This is completed daily by the FTO with the Daily Observation Report. Training days do not count as an evaluation day. The quarterly reports are completed every 13 days during the 52 days of training. At the end of the 13 weeks, the FTO shall write a final IDC to his/her sergeant recommending retention or termination of the recruit. Any recommendation must be supported by the Daily and Quarterly reports. (33.4.3)

2.5.8 FTO Training - Each new FTO must satisfactorily complete a 10 hour basic course and each active FTO must complete a 4 hour refresher/update course prior to being assigned a recruit. (33.4.3)

3 CONTINUING EDUCATION TRAINING

3.1 The Springfield Police Academy is a POST approved provider for DPS required continuing education credit. It is the policy of the Academy that ALL continuing education courses taught through the Academy will meet the DPS guidelines and will count towards the mandate of continuing education credit.

3.1.1 Each sworn officer is required to receive DPS approved continuing education in order to maintain their certification as a peace officer. These requirements are as follows:

3.1.1(a) Must have 48 hours of training every three years.

- This training must be in four core curricula areas: legal, skill development, technical studies and interpersonal perspectives.
- Four hours are required in legal, technical and interpersonal areas, with no minimal requirement in skill.
SOG 412.1  
Training Function

- This training must have been received from an approved POST provider.
- It is the responsibility of the individual officer to maintain his/her personal record of training received.

3.1.2  The Department requires a higher standard of continuing education for its officers than is required by the Department of Public Safety. In addition to DPS requirements, the following standards shall apply to the listed personnel:¹ (33.5.1)

3.1.2(a)  All sworn personnel of the rank of Sergeant and below are required to attend all general in-service training scheduled for the division to which they are assigned and which is provided by the Training Section. Sworn personnel not assigned to UOD or CID are required to the same training as members of Uniform Operations.
- All sworn personnel the rank of Sergeant and below shall receive annual instruction in legal update (33.5.1), use of force policy (1.3.11), proficiency training with approved lethal and less lethal weapons (1.3.11), and approved weaponless control techniques, which may have a potential for serious injury (1.3.11).

3.1.2(b)  All sworn personnel of the rank of Lieutenant and above are required to attend a firearm qualification once per year. In addition, they are required to qualify with any other equipment that they possess which has a qualification requirement associated with its use.
- All sworn personnel Lieutenant and above shall receive annual instruction in legal update (33.5.1), use of force policy (1.3.11), and proficiency training with approved lethal and less lethal weapons (1.3.11), if used.

¹ Section and subsections revised per Policy Change Order 99-019.
SOG 412.1

Training Function

3.1.2(c) All non-sworn personnel are required to attend those course topics of department in-service training as are deemed appropriate by their supervisor.

3.2 The curriculum for each calendar year's training is determined by soliciting needs from the Commanders of each Section of the Department. This process begins in August of each year, with the final curriculum being completed by December 15. This process must be completed and sent to DPS prior to January 1. Once the request has been received by the Section Commanders, they should seek input from the employees in their Section as to the specific courses the employees would need. This information will be forwarded back to the Training Unit for compiling into the curriculum.

3.2.1 The Training Unit will develop a separate curriculum for Uniform and Criminal Investigations Sections. Any Police Department Employee may attend any course offered in either of these curriculums, with their supervisor's approval.

3.3 Roll-call training is a technique that may supplement all other training or be used to disseminate valuable information to the employees as quickly as possible. Various instructional methods can be used to complete this training, such as: Tape of the Month, presentation of law updates or training bulletins, explanation of new or updated policy, etc. This training may be presented by a specific department instructor, supervisors or commanders in the Department as the topic determines. (33.5.2)

4 ACCREDITATION FAMILIARIZATION

4.1 ALL employees will be given training on the accreditation process at least three separate times. The times when this training is required are as follows: (33.5.3)

4.1.1 To all newly hired employees within a reasonable period after their employment begins.

4.1.2 During the self-assessment phase associated with the initial accreditation and each reaccreditation.

4.1.3 Just prior to an on-site assessment associated with the initial accreditation and each reaccreditation.

4.2 Familiarization may be achieved by classroom instruction, newsletter or memo.

5 SPECIALIZED IN-SERVICE TRAINING

There are certain positions within the Department that require the employee to have specialized training for that position. Responsibility for the management, administration,
personnel policies, and support services for these functions, if required, are the responsibility of the Division Commander having command over that function. For the purposes of this section, the term "pre" means that the position must have the training before the employee can perform that job. The term "post" means that the position must have the training as soon as practical after being assigned to that position. The following positions in the Department are required to receive specialized training:

(33.6.1)
5.1 All sworn peace officers - pre and post
5.2 Uniform Division
   5.2.1 Dog Handler - post
   5.2.2 Special Response Team - post
   5.2.3 Crime Prevention - post
   5.2.4 Major Crime Investigator - post
   5.2.5 Breathalyzer Operator Type III - pre
   5.2.6 Radar Operator - pre
   5.2.7 DARE - pre
   5.2.8 Identikit Operator - pre
   5.2.9 Field Training Officer - pre
   5.2.10 Bike Patrol Officer - post
   5.2.11 Major Accident Investigator - pre
   5.2.12 Traffic Service Officer - post
   5.2.13 Breathalyzer Operator Type II - pre
   5.2.14 HEAT - post
   5.2.15 Crossing Guards - post
   5.2.16 Community Oriented Police Officer - post
   5.2.17 Media Relations Officer - post
   5.2.18 Police Area Representative - post
   5.2.19 Traffic Sergeant - post
5.3 Criminal Investigations Division
   5.3.1 Polygraph Operator - pre
   5.3.2 Juvenile Officer - post
   5.3.3 Arson Investigator - post
   5.3.4 Flight Operations - pre
   5.3.5 Narcotics Officer - post
5.4 Support Services Division (33.7.2)
   5.4.1 Academy Director - pre
   5.4.2 Academy Coordinator - pre
   5.4.3 In-Service Coordinator - post
5.4.4 Range Officer - pre
5.4.5 Physical Fitness Coordinator - post
5.4.6 Instructors - pre
5.4.7 MULES Computer Operator - pre
5.4.8 Serologist - pre
5.4.9 Fingerprint Examiner - pre
5.4.10 Forensic Evidence Technician - pre
5.4.11 Detention Officer - post
5.4.12 Computer Technician - pre & post

5.5 The members of the Special Response Team are required to have necessary opportunity to train, practice their special skills and develop their abilities in order to function effectively as a team. This additional training should include various operational simulations including work with the hostage negotiators periodically, to ensure a good working relationship with both groups. (33.6.2)

5.6 It is necessary for each of the above positions to receive specialized in-service training in order to develop and enhance the skills of the employees doing that particular job. Without the specialized training, these employees would not be able to adequately complete those jobs. Many of these positions are required by law or other regulation to have that training for the particular position. In addition to the required training, these positions should also have supervised on-the-job training to continue their development.

6 NON-SWORN PERSONNEL TRAINING

6.1 All newly appointed non-sworn personnel will attend one of the quarterly orientation sessions provided by the Training Unit. This training session will cover a variety of topics including: (33.7.1)
6.1.1 The Department’s role, purpose, goals, policies and procedures.
6.1.2 Working conditions and regulations.
6.1.3 Responsibilities and rights of employees.

6.2 In addition to the orientation session, non-sworn personnel identified in 5.4.8 to 5.4.12 above must have the designated pre or post hire training required for their job assignment. (33.7.2)
6.2.1 The new employee’s supervisor is responsible for providing the training by utilizing departmental, non-departmental or the City of Springfield resources.
6.2.2 Continuing education training for non-sworn personnel will be determined by the commander of the appropriate Division on a yearly basis according to the procedure outlined in Section 3.2 of this
document. The following positions should receive continuing education training relating to the job assignment:

6.2.2(a) Serologist/Criminalist
6.2.2(b) Police Planning Technician
6.2.2(c) Police Services Administrator
6.2.2(d) Forensic Fingerprint Classifier
6.2.2(e) Accounting Technician
6.2.2(f) Crime Research Analyst
6.2.2(g) Forensic Evidence Technician
6.2.2(h) Detention Officer (refer to SOG 310.2 for specific training)
6.2.2(i) Central Records Shift Supervisor
6.2.2(j) Executive Secretary
6.2.2(k) Police Services Representative
6.2.2(l) Traffic Service Officer
6.2.2(m) Administrative Assistant
6.2.2(n) Research Data Technician
6.2.2(o) Data Entry Clerk
6.2.2(p) Clerical Assistant

7 CAREER DEVELOPMENT

7.1 When an employee is promoted, it is the employee's supervisor's responsibility to provide the appropriate training to that newly promoted employee. This may be completed by utilizing departmental, non-departmental or the City of Springfield's resources. (33.8.2)

7.2 The Department will provide employees with the opportunity for individual growth and development at all levels in the organization. The Commanders of each division of the Department shall ensure that the supervisors under their command shall receive training associated with career development. There are several sources for this training: (33.8.1)

7.2.1 Continuing education topics provided by the Academy.
7.2.2 The City's training program.
7.2.3 Courses that the supervisors may attend and paid for through the Division's training budget.
7.2.4 Utilization of the tuition reimbursement program through the City.
7.2.5 Outside programs that are on the Training Bulletin Board.

7.3 This training should cover the following areas:

7.3.1 General counseling.
7.3.2 Techniques for assessing skills, knowledge and abilities.
7.3.3 Salary, benefits and training opportunities.
7.3.4 Educational opportunities and incentive programs.
7.3.5 Awareness of the cultural background of ethnic groups in the program.
7.3.6 Record keeping techniques.
7.3.7 Career development programs of other jurisdictions.
7.3.8 Availability of outside resources.
Collection and Preservation of Evidence

I Policy

The Springfield Police Department is committed to proper collection and preservation of physical evidence. These guidelines are written to insure that physical evidence is identified, collected, preserved properly and transmitted to a laboratory promptly to enhance its effectiveness in criminal cases.

II Procedure

1 The Springfield Police Department's Crime Laboratory will provide analytical service in the following areas:
   1.1 Processing articles for the development of latent fingerprints.
   1.2 Photograph latent fingerprints, one-to-one.
   1.3 Analysis and comparison of latent fingerprints against fingerprint cards and major case prints of suspects.
   1.4 Comparison of 10 Print to 10 Print cards for identifications.
   1.5 Entering latent fingerprints into a computerized data base (A.F.I.S.) to locate suspect fingerprints for comparisons.
   1.6 Develop photographic film and produce photographs.
   1.7 Create still photographs from video tape images.
SOG 413.1
Collection and Preservation of Evidence

2 The Missouri State Highway Patrol's Crime Laboratory will provide crime laboratory services to the Springfield Police Department in the following areas:
   (Contract Agreement #94-224)
   2.1 Gunshot Residue
   2.2 Basic Serology
   2.3 Firearms/Ballistics
   2.4 Hair and Fiber
   2.5 Glass Comparisons
   2.6 Selected Drug Cases
   2.7 DNA

3 The Missouri State Highway Patrol supplies the Springfield Police Department with a manual for collecting/packaging evidence and submitting evidence to them. This FORENSIC EVIDENCE HANDBOOK provides guidelines in three areas:
   3.1 Crime Scenes (83.1.2)
   3.2 Laboratory Submittal Forms (83.3.1)
   3.3 Collection and Preservation of Evidence (*3.2.1)

4 The Forensic Evidence Handbook shall be complied with by members of this department. This Handbook will be distributed to all Major Crime Investigators and Relief Major Crime Investigators, and the Major Crime Response Team. A copy will also be placed in the Property/Evidence Control Receiving area. Evidence will be marked/labeled at the time of collection. Property submission forms will serve as an inventory list and insure the chain of custody is preserved. Refer to SOG #305.1, "Property." (83.2.1)

5 Investigating officers will collect materials and substances from known sources, whenever available. These known standards will be packaged separately from collected unknown evidence. Both should be submitted to the MSHP Crime Laboratory for analysis as directed by the follow-up investigator. The MSHP Forensic Evidence Handbook describes the proper method of collecting known standards. (83.1.2)

6 PROGRESSION OF CRIME SCENE PROCESSING
   6.1 Crime scene processing should be carried out in a systematic order. This progression will preserve the condition of evidence during the collection by preventing the introduction of foreign material. (83.2.1)
6.2 The processing of major crime scenes is the responsibility of Police Corporals trained as Major Crime Investigators (MCI). Their vehicles are equipped to handle the majority of fingerprinting, evidence collection, sketches and photographic tasks. MCI's are assigned to field operations and are available for immediate dispatch 24 hours a day, seven days a week. Refer to SOG 402.2, "Crime Scene Management." (83.2.1) (83.2.4)

6.3 The Springfield Police Crime Laboratory staff is available (on-call) for crime scene processing. Certified Crime Scene Technicians and Latent Fingerprint Examiners are a resource available to the Major Crime Investigators. The CRIME SCENE UNIT VEHICLE has advanced evidence processing equipment. The lab staff can provide assistance in the following areas of expertise: (83.2.4)

6.4 Fatality vehicle accidents are investigated by police officers trained as Major Accident Investigators. Their vehicles are equipped for photography, measurements and sketches and collection of evidence at accident scenes.

7 PHOTOGRAPHS AND VIDEO TAPEING
7.1 Photographs and video tapes of a crime scene provide a permanent graphic representation of the appearance and position of objects and their relationship to each other. They will be handled as evidence. (83.2.2)

7.1.1 Trained police officers, corporals, major accident investigators or crime lab staff may take 35 mm photographs or video tapes at crime scenes.
SOG 413.1
Collection and Preservation of Evidence

7.1.2 Employees taking crime scene, 35 mm photographs or video tapes will complete the DETAILED PHOTO/VIDEO SUPPLEMENT report.

7.1.3 Exposed film taken at crime scenes and crime scene video tapes will be handled as evidence. A Property Submission Form will be completed. Film/video tapes will be placed into the Springfield Police Department's evidence room following the Property S.O.G. procedures.

8 FINGERPRINT EVIDENCE
The proper methods for processing, developing, lifting, and labeling all fingerprints is outlined in the Missouri Highway Patrol's Forensic Evidence Handbook. (83.2.3)

8.1 Fingerprint Comparison Standards are not necessary unless there are identifiable latent fingerprints associated with that case.

8.2 When fingerprint comparison standards are needed, follow the Missouri Highway Patrol's handbook or arrange for the person to come to the Springfield Police Department Crime Lab for assistance.

8.3 When major case fingerprints are needed, contact the trained staff in the Springfield Police Department Crime Lab for assistance.

8.4 The Springfield Police Department Crime Lab maintains a fingerprint file of persons arrested and finger printed in the City Detention Facility. These files are kept locked, and secure inside the Crime Lab's A.F.I.S. Room.

9 CRIME AND ACCIDENT SCENE REPORTS (83.2.6)

9.1 Investigators of crime or accident scenes will prepare written reports of their actions to include:

9.1.1 Report number.
9.1.2 Date and time of arrival at the scene.
9.1.3 Location of incident.
9.1.4 Name of victim(s) if known.
9.1.5 Name of suspect(s) if known.
9.1.6 Action taken at the scene.
9.1.7 Number of photographs taken.
9.1.8 Whether measurements were taken or not.
9.1.9 Listing of recovered physical evidence.
SOG 413.1
Collection and Preservation of Evidence

9.2 Major Crime Investigators (MCI), Major Accident Investigators (MAI) and Crime Laboratory employees must also include this information in their reports:

9.2.1 Date and time requested.
9.2.2 Name of the initial investigating officer.
9.2.3 Disposition of physical evidence and exposed negatives (if appropriate).
9.2.4 Crime/accident scene measurements (if taken).
Audio/Video Recorded Evidence

I Policy

Video and audio recording equipment may be used to record confessions, witness statements, covert operations as a protection from civil actions involving a criminal investigation, to corroborate testimony or as a means of refreshing your memory at a later date. A recording is also a means of documenting a person’s physical condition and demeanor at the time of the interview. Recording may also be of benefit in reviewing a taped interview to critique your interview. Officers are encouraged to record these acts either on video or audio tape.

II Procedures

1 SELECTIVE VERSUS NON-SELECTIVE RECORDING

1.1 The decision to make a recording is a matter of the investigator’s discretion. Several issues should be considered in making this decision. The first involves the reason for not recording the interview. Will it be construed by a jury or defense attorney that the statements made by the defendant were coerced or would not stand judicial scrutiny? Did you believe the person being recorded would have been impacted in a negative way if the person would have been recorded? These are questions an officer must be prepared to respond to based on the decision to record or not.
2  **OVERT VERSUS COVERT RECORDING**
2.1 Unless an operational reason exists not to tell a person he is being recorded, he should be advised he is being recorded. This may be accomplished simply by setting the recorder in plain view or by telling the person while the device is recording so that it is captured on tape.
2.2 If it is suspected that a recording device would intimidate or create a distraction to the person being recorded it is the investigator’s decision whether to advise the person a recording is being made.

3  **OPERATING INSTRUCTIONS**
3.1 Equipment shall be used and maintained in accordance with manufacturer recommendations.
3.2 Prior to use, equipment should be tested to determine if it is working satisfactorily.
3.3 If the recording equipment is intentionally deactivated during the use, the officer should properly document the reasons for this action.
3.4 Officers shall not erase, reuse or in any manner alter recorded tapes that have evidentiary value.
3.5 If available, a date/time stamp should be used on the tape as the recording is made.
3.6 All completed tapes shall be properly labeled and identified prior to being submitted as evidence.
3.7 All completed tapes shall have the tabs broken to prevent recording contamination.
3.8 All completed tapes shall be reviewed to ensure content prior to submission as evidence.
3.9 If practical, employees should not place two interviews or incidents on one video or audio tape.
3.10 Officers shall only use videotapes as supplied by the Springfield Police Department or other law enforcement agencies.

4  **TAPE CONTROL AND MANAGEMENT (41.3.8(b))**
4.1 Tapes containing information that may be of value for case prosecution or in any criminal or civil adversarial proceeding shall be safeguarded as other forms of evidence.
4.2 The chain of evidence shall be maintained and documented as detailed in SOG 305.1 Property, Section 2.2.4 Tapes.
4.3 Tapes will not be released to another criminal justice agency without prior approval of the prosecutor’s office having jurisdiction of the case.
4.4 No tape shall be reissued for investigative operational use after a recording has been made on the tape.
4.5 Duplicate tapes may be made for the prosecutor, investigative agency and defense attorney.

5 REPORTING
5.1 Officers shall indicate in incidental, offense or related reports when audio or video recordings were made. Reports should include type of recording, the brand of machine making the recording and the serial number of the recording device.

6 EVIDENCE STORAGE (41.3.8(c))
6.1 All audio and videotapes shall be stored in the evidence room in an area a minimum of five feet away from magnetic devices (Example: stereo speakers).

7 USED TAPES (41.3.8(c))
7.1 Upon adjudication of a case and release of tapes as evidence, the tapes may be erased and used for purposes other than evidence such as training.

8 AUDIO/VIDEO RECORDING OF JAIL BOOKING AREA AND POLICE BUILDING
8.1 Audio and/or video recording systems are in use in the jail booking area, front desk and police building to document citizen and prisoner interaction with department personnel and to maintain security for the building. These systems are designed to operate continuously for twelve-hour periods with the exception of a reasonable interruption to change the video or audio tapes or in the event of a documented malfunction.
8.2 The audio and video system shall not be used for indiscriminate review of recorded video tapes by staff.
8.3 Responsibility
8.3.1 The Support Services Division Commander shall have overall responsibility to ensure that the audio and video recording system is functioning properly.
8.3.2 Recordings shall be maintained by the Support Services Commander for 90 days prior to erasing and reuse of the tapes.
8.3.3 Permission to review these tapes shall be given by a command officer with proper documentation of the reason.
8.3.4 A log of these tapes shall be maintained to include the name of the person obtaining the tape for review.
8.3.5 In the event of a noteworthy or significant event occurring in the coverage area, a commander shall review the recording and document the circumstances in writing.
8.3.6 The tape shall be secured following the same guidelines for handling tapes of evidentiary value.
SOG 413.2
Audio/Video Recorded Evidence

8.3.7 If a tape has been removed from the recording device, a blank tape shall be placed into the recorder for the remaining portion of the twelve-hour cycle.

8.3.8 A notation in the tape log shall be made indicating the reason and custody of the tape.

8.3.9 Unless approved by the Chief of Police, all recording equipment used for the booking area and building security shall be maintained at the front desk in an area with restricted access.

9 IN-CAR AUDIO/VIDEO EQUIPMENT
9.1 Situations for Use (41.3.8(a))

9.1.1 Audio or video equipment can be used to document any type of evidence. (Examples: DWI driving behavior, evidence at crime scenes, etc.)

9.1.2 If audio/video equipment can be removed from the vehicle, it can be removed for documenting evidence at crime scenes.

9.1.3 If the audio/video system records a criminal event or an event involving the use of force by an officer, the tape shall be submitted into evidence.

9.1.4 The submitting officer shall also complete a Detailed Photo/Video Supplemental Report (96-OP-0226).

9.1.5 Tapes that become evidence will be submitted to the Property Room following procedures listed above.
Agency Jurisdiction and Mutual Aid

I  Policy

It is the policy of this department to enter into Mutual Aid Agreements with other county and municipal political subdivisions within the parameters set forth in RSMO 70.820. It is our intent in entering into these agreements to make appropriate responses to, or make appropriate resource requests from, other agencies that are signatories of these agreements. (2.1.2)

II  Definitions

1  Political subdivision- means any agency or unit of this state empowered by law to maintain a law enforcement agency.

2  Emergency situation- means any situation in which the law enforcement officer has a reasonable belief that a crime is about to be committed, or has been committed, involving injury or threat of injury to any person, property, or governmental interest and his response is reasonably necessary to prevent or end such emergency situation or mitigate the likelihood of injury involved in such emergency situation. The determination of the existence of any emergency situation shall be in the discretion of the peace officer making the response or in the discretion of the peace officer or governmental officer of the political subdivision in which the emergency situation is alleged to be occurring. (2.1.2)
SOG 414.1
Agency Jurisdiction and Mutual Aid

3 Response- means to take any and all action which the peace officer may lawfully take as if exercising his powers within his own jurisdiction. (70.820 [4] RSMO). (2.1.3)

III Procedure

1 AUTHORIZATION
1.1 The City of Springfield has authorized officers of the Springfield Police Department to respond to emergency situations outside the city through 29-1 (d) of the Springfield City Code. This response may be made based on a request from the law enforcement agency of any political subdivision which has authorized Springfield police officers to respond to such situations arising in their jurisdiction. A current list of those agencies is attached in Appendix A. (2.1.2)

2 RESPONDING TO REQUESTS FOR MUTUAL AID ASSISTANCE
2.1 A command officer from within the division from which the resources are being requested shall be immediately advised of any request for mutual aid assistance. The decision to commit those resources may be made by that commander, or an officer of higher rank. In everyday circumstances, the on duty or stand-by watch commander may the decision and subsequent notification to the involved division.

2.2 The command officer making the decision shall make a determination as to whether or not commitment of the requested resources will have a substantial negative impact on public safety in Springfield. That issue, along with the appropriateness of the response, will be the primary factors in the decision.

2.3 The command officer making the decision to commit the resources outside the city shall notify his chain of command of the operation under either of two conditions:
2.3.1 The operation is in excess of two hours in duration.
2.3.2 The operation requires resources in excess of two officers.

2.4 In the event that officers are committed outside the city under a mutual aid agreement, the commander making that commitment will insure the responding officers are advised of the scope of their duties and where they are to report. In the event that more than two officers are committed, a supervisor will be assigned with them for coordination of SPD personnel.
MAKING A REQUEST FOR ASSISTANCE UNDER A MUTUAL AID AGREEMENT

3.1 An officer of command rank, or a supervisor in the event that no command officer is immediately available, may make a request for emergency assistance. This request shall be made through the Emergency Communications Department. It may be made when the commander or supervisor determines that the need for immediate police resources is beyond the ability of this department to provide them. The request shall be made to the senior commander or supervisor on duty with the agency from which the resources are being requested (2.1.2) (2.1.3).

3.1.1 In the event that this department makes a request for outside resources under a mutual aid agreement, the commander or supervisor shall notify his chain of command immediately or as soon as is practical.

3.2 The command officer or supervisor making the request shall cause the selected agencies to be advised of the resources requested, the location of the staging area, and to whom they are to report.

3.3 The officers from outside the jurisdiction shall either be supplied with radios that include SPD frequencies, or they shall be assigned to work with an SPD officer. They shall, in no case, be assigned to a post or function without the ability to communicate with the command post and other officers. (2.1.2) (2.1.3.)

3.4 The command officer or supervisor making the request is responsible for documentation of all facts and circumstances related to the request, the resources used, and how they were deployed. That report shall be forwarded to the Chief of Police via the chain of command.

3.5 All outside personnel who respond to the request under the mutual aid agreement shall report to the Incident Commander upon arrival. (2.1.3)

3.6 Any claims for compensation made by the responding agency shall be forwarded to the Office of the Springfield Chief of Police for review. (2.1.3)

3.7 Reporting responsibilities

3.7.1 All officers who respond under authority of a mutual aid agreement are required to document their actions while engaged in the operation. The commander or supervisor who authorized the operation shall be responsible for ensuring that copies of those reports are sent to the law enforcement agency with jurisdiction. This will be for the purpose of prosecution in the proper venue. (2.1.2)
4 REQUEST FOR SOUTHWEST MISSOURI MAJOR CASE SQUAD
4.1 The Major Case Squad was formed to assist in providing expedient solutions to more serious crimes, including:
   4.1.1 Murder,
   4.1.2 Aggravated assault,
   4.1.3 Robbery,
   4.1.4 Rape,
   4.1.5 Burglary, and
   4.1.6 others of a magnitude constituting a community threat.
4.2 A request for the major case squad may be made by the Chief of Police, or by his designee, to a member of the Board of Directors, preferably the chairman of the board if possible.

5 REQUESTS FOR AID FROM FEDERAL LAW ENFORCEMENT AGENCIES
5.1 When the Incident Commander in charge of an emergency incident determines that the resources and expertise of any federal law enforcement agency are necessary to a successful and safe resolution, he shall make direct phone contact with the supervisor for the office of that agency and request the needed resources. Routine contact due to issues of primary jurisdiction (bank robbery, bombings, etc.) may be made directly by communications. (2.1.4)

6 REQUESTS FOR MILITARY AID (2.1.4)
6.1 The primary responsibility for meeting any emergency within the City of Springfield lies with city government. Upon determination of the Mayor that an emergency exists that local resources are not capable of handling, a formal request for military assistance may be made as follows:
   6.1.1 Disaster situations: The request shall be made to the State of Missouri Emergency Management Agency (SEMA). SEMA will then make the request to the Governor.
   6.1.2 Civil disturbances: The Mayor may make the request for military support directly to the Governor.
6.2 The constraints under which the Missouri National Guard may be used are contained in 41.480 RSMO:
   6.2.1 The governor may, when in his opinion the circumstances so warrant, call out the organized militia or any portion or individual thereof to execute the laws, suppress actual and prevent threatened insurrection and repel invasion. The governor, if in his judgement the maintenance
of law and order will thereby be promoted, may by proclamation declare martial law throughout the state or any part thereof.

The governor may, when in his opinion circumstances so warrant, call out the organized militia or any portion thereof as he deems necessary to provide emergency relief to a distressed area in the event of earthquake, flood, tornado or other actual or threatened public catastrophe creating conditions of distress or hazard to public health and safety beyond the capacities of local or other established agencies.

7 EXTRA-JURISDICTIONAL AUTHORITY

7.1 Full time Springfield police officers have the authority (70.820 RSMo) to carry concealed firearms outside the corporate limits of the City of Springfield within the State of Missouri and in other states as provided by law. When doing so, officers shall exercise due caution to promote concealment and avoid public alarm;

7.2 Full time Springfield police officers are empowered but not required to respond to an emergency situation anywhere in the State of Missouri when the officer has the reasonable belief that a crime is about to be committed, is being committed, or has been committed, involving injury or the threat of injury to any person, property, or governmental interest. On duty response to such incidents shall be at the direction of the officer's supervisor.

7.3 Full time Springfield police officers are empowered but are not required to arrest on view and without warrant, at any place within the state, any person the officer sees asserting physical force or using forcible compulsion for the purpose of causing or creating a substantial risk of death or serious physical injury to any person or persons. Any such action and the circumstances subsequent to it shall be deemed to be within the scope of the officer's employment.

7.4 Full time Springfield police officers who are on light duty status are not encouraged to take action under this section.

7.5 Officers on suspension shall not take action under this section.

7.6 Whenever any such action occurs, the officer shall request that a copy of the report be sent from the investigating law enforcement agency to the Chief of Police, Springfield Police Department. Additionally, the officer shall call the Central Records Section and shall provide a supplemental report detailing all actions taken by the officer within 12 hours of the incident.
SOG 414.1
Agency Jurisdiction and Mutual Aid

7.6.1 Records personnel shall record the report and shall direct a copy to the Office of the Chief of Police.

7.7 In the event the officer uses police authority as provided in this section, he/she shall make immediate telephone contact with the on-duty Patrol Commander and brief that Commander on the incident.

7.7.1 The Commander shall obtain a telephone number where the officer may be contacted and shall relay the information to the officer's Division Commander. The Division Commander shall then call the officer.

7.8 Subsequent to the use of deadly force or causing serious physical injury to another, the officer shall make him/herself available for subsequent Use of Force review by the Springfield Police Department Inspections and Internal Affairs Unit and shall also cooperate with the equivalent unit of the agency with jurisdiction if requested.

7.9 All Use of Force policies shall apply to the incident regardless of geographic or jurisdictional placement.¹

IV. Attachments
1. List of Mutual Aid Agreements

¹ Section 7 added 8-28-97.
TO: Chief Lynn S. Rowe
FROM: Marilyn Grier
SUBJECT: Mutual Aid Agreements
DATE: 10-10-95

The following cities have Mutual Aid Agreements on file with the Springfield Police Department:

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<thead>
<tr>
<th>CITY</th>
<th>DATE PASSED</th>
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<td>Greene County Sheriff’s Department</td>
<td>12-21-87</td>
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<td>Clever Police Department</td>
<td>3-13-95</td>
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<td>Billings Police Department</td>
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<td>Ozark Police Department</td>
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Sincerely,

Marilyn Grier
Police Administration